Internet Assisted Review (IAR) for Reviewers User Guide

April 9, 2025

NOTE: This user guide is an identical PDF version of the online help.

Contact Us

Additional Help Needed? Please contact the eRA Service Desk (https://www.era.nih.gov/need-help).

Toll-free: 1-866-504-9552; **Phone:** 301-402-7469

Hours: Mon-Fri, 7:00 a.m. to 8:00 p.m. Eastern Time

Feedback on the user guide? Please email the eRA Communications Office (era-communications@mail.nih.gov).

Disclaimer STATEMENT

No data shown in illustrations represents any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

Latest Updates

April 9, 2025

eRA will be rolling out enhancements to IAR and Peer Review to accommodate the changes for the Simplifying Review Framework (SRF).

The SRF initiative:

- Reorganizes the 5 review criteria into 3 factors. Two factors (Importance of the Research; Rigor and Feasibility) will receive numerical criterion scores and the third factor (Expertise and Resources) will not be scored but will be evaluated for efficiency.
- Applies to most, but not all, of the research project grants application submitted for due dates on or after January 25, 2025.

The changes are reflected on the following screens:

- Submit Critique and Preliminary Score screen (for Word-based critiques)
- Online Critique screen (for online critiques)
- Final Scores screen

For detailed steps and screenshots, please see the IAR for reviewers online help.

April 4, 2024

Multiple screens have been updated as part of a required technology upgrade. The upgrade also enhances the security and stability of the module. The screens updated include:

- *Submit Critique and Preliminary Scores*
- *Virtual Meeting List of Applications*
- *Virtual Meeting Discussion Dashboard*
- *Check Conflicts*
- *Final Score Sheet*

There is no change in the functionality of these screens, other than the standard features implemented across all eRA modules, such as action options found by clicking the three-dot ellipsis icon and table tools. See *Navigating and Using the UI in eRA Modules* on page 2 for more information on these features.

February 29. 2024

The *Preliminary Score Matrix* screen for Chairpersons and Acting Chairpersons has been updated as part of a required technology upgrade. The upgrade also enhances the security and stability of the module.

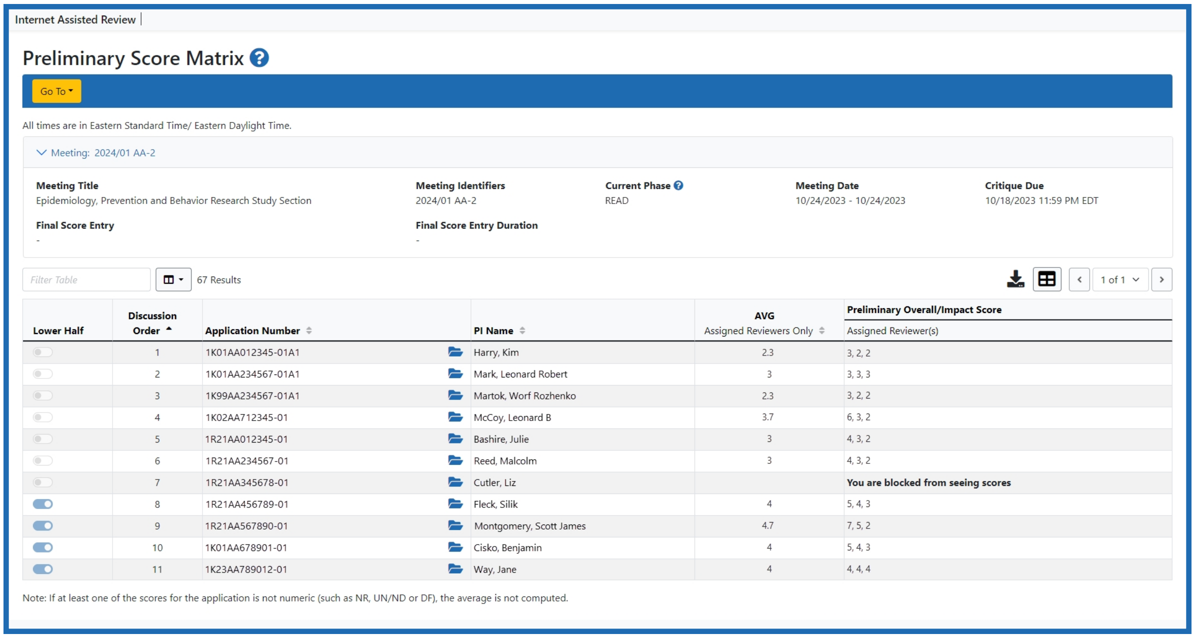


Figure 1: Preliminary Score Matrix screen

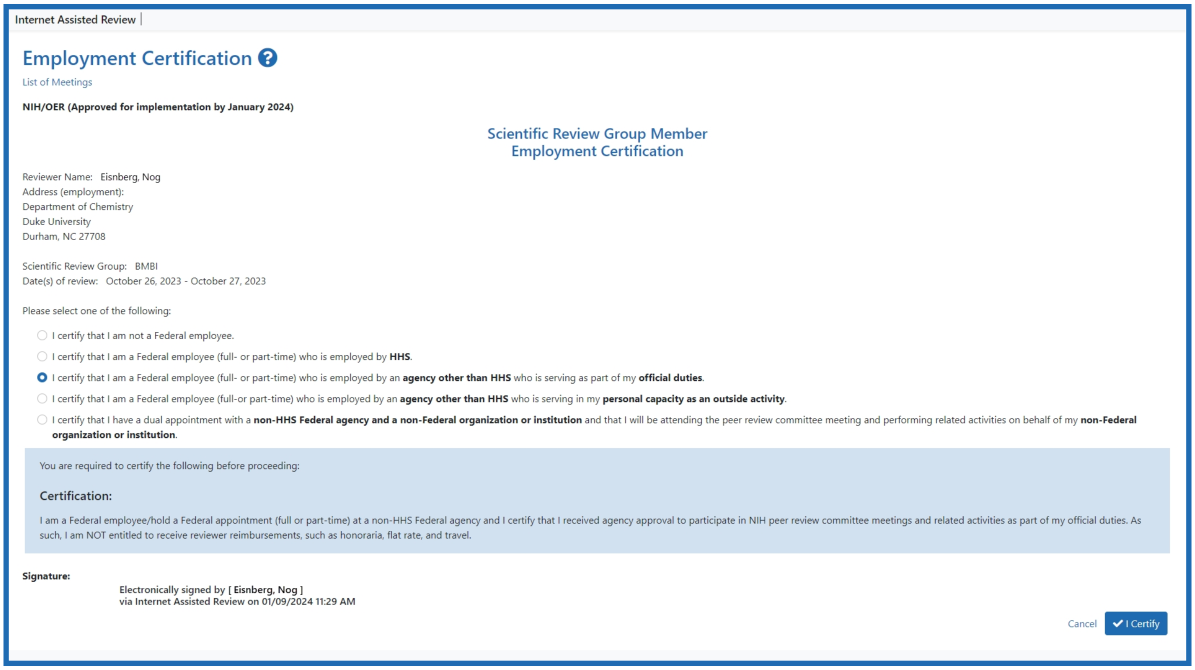
The new design shows applications designated as Lower Half using toggle switches that are set by review staff. Exporting the data is controlled by the standard table tools being implemented across all eRA modules.

See *Preliminary Score Matrix* on page 112 for more information.

January 25, 2024

New Employment Certification Form

The Internet Assisted Review (IAR) module now includes the Employment Certification form. The form accommodates the Federal Advisory Committee Act (FACA) policy involving federal employees as reviewers. After agreeing to the Confidentiality Statement, you complete the *Employment Certification* form.



Internet Assisted Review |

Employment Certification

List of Meetings

NIH/OER (Approved for implementation by January 2024)

Scientific Review Group Member
Employment Certification

Reviewer Name: Eisnberg, Nog
Address (employment):
Department of Chemistry
Duke University
Durham, NC 27708

Scientific Review Group: BMBI
Date(s) of review: October 26, 2023 - October 27, 2023

Please select one of the following:

- I certify that I am not a Federal employee.
- I certify that I am a Federal employee (full- or part-time) who is employed by **HHS**.
- I certify that I am a Federal employee (full- or part-time) who is employed by an **agency other than HHS** who is serving as part of my **official duties**.
- I certify that I am a Federal employee (full-or part-time) who is employed by an **agency other than HHS** who is serving in my **personal capacity as an outside activity**.
- I certify that I have a dual appointment with a **non-HHS Federal agency and a non-Federal organization or institution** and that I will be attending the peer review committee meeting and performing related activities on behalf of my **non-Federal organization or institution**.

You are required to certify the following before proceeding:

Certification:

I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I received agency approval to participate in NIH peer review committee meetings and related activities as part of my official duties. As such, I am NOT entitled to receive reviewer reimbursements, such as honoraria, flat rate, and travel.

Signature:

Electronically signed by [Eisnberg, Nog]
via Internet Assisted Review on 01/09/2024 11:29 AM

Cancel ✓ I Certify

Figure 2: Employment Certification Form

Non-HHS federal staff can:

- Serve as reviewers in their official capacity if approved by their agency
- If not approved by their agency, serve as reviewers as a 'personal' or 'outside' activity
- If they have a dual appointment with a non-federal institution, serve as reviewers from their institution

HHS federal staff may:

- serve as reviewers if approved by supervisor(s) (previously they could not).

For more information, see *Employment Certification* on page 62

Conflict of Interest Forms for Grants and Contracts Updated

The Conflict of Interest forms in IAR have been revised as follows:

- The Non-Federal forms will be updated to cover individuals who are federal employees but who are not serving as such.
- The Federal forms will be updated to include federal employees (non-HHS and HHS).

December 7, 2023

A new **Delete Critique/Score** screen has been updated as part of a required technology upgrade. The upgrade also enhances the security and stability of the module. The capabilities remain the same.

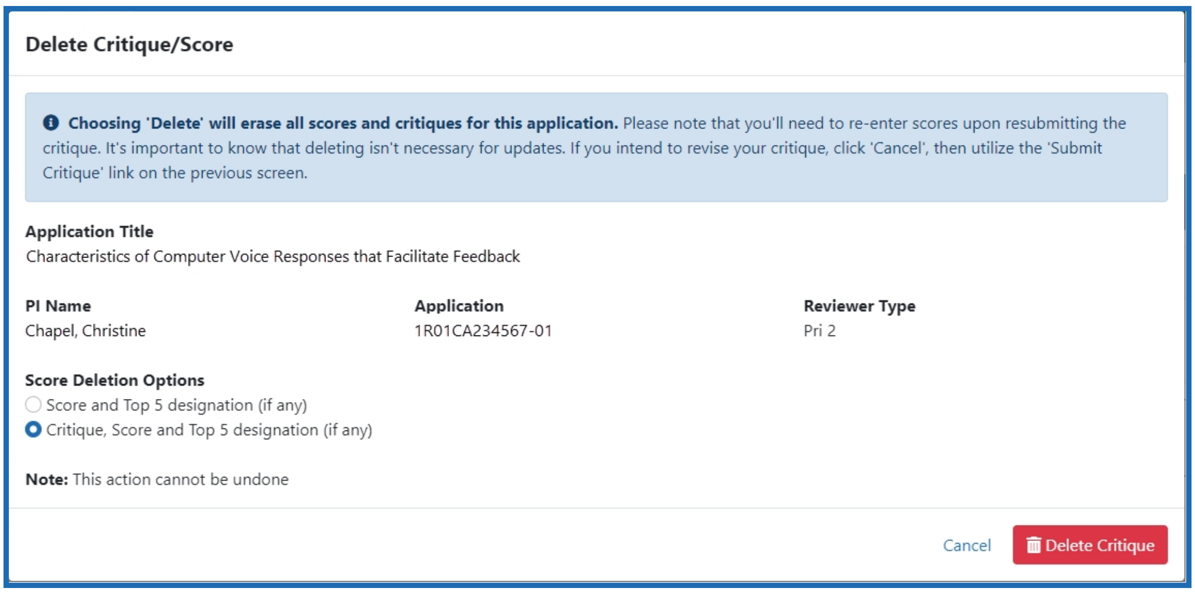


Figure 3: Delete Critique/Score screen

Reviewers can delete their own critiques only during the Submit phase of the meeting.

NOTE: Deleting critiques is permanent and cannot be undone.

See *Deleting Scores and Critiques* on page 108 for more information.

October 31, 2023

Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice NOT-OD-23-156.

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

For more detailed information, see *Accessing IAR* on page 23

August 8, 2023

New Language has been added to the confidentiality agreement in IAR prohibiting the use of AI technologies in the peer review process. The Confidentiality Statement will include a new sentence emphasizing that reviewers should not use generative artificial technologies for NIH peer review except as authorized by the scientific review officer or other designated NIH official (as outlined in NIH Guide Notice NOT-OD-23-149).

The Confidentiality Statement includes this new language, whereby reviewers must agree:

- Not to upload or share content or original concepts from grant applications, R&D Contract proposals, critiques, or any other associated confidential meeting information with any unapproved third-party platforms, including generative artificial intelligence technologies, except as authorized by the DFO or other designated NIH official.

The revised statement is limited only to NIH and Other Transaction (OT) review meetings.

There are no changes to the process by which a reviewer certifies the confidentiality statement or to how reviewers indicate whether or not they are a federally registered lobbyist — the two steps reviewers are required to take before gaining access to a review meeting.

March 25, 2023

To make terminology more inclusive of funding instruments that are not grants, the label 'grant number' will be renamed as 'application number' on certain screens in the Internet Assisted Review (IAR) module. In the same vein, the 'RFA/PA' label will be renamed as 'opportunity number.' The latter is in keeping with the recent change of Funding Opportunity Announcement (FOA) to Notice of Funding Opportunity (NOFO), to standardize terminology across the federal government

In cases where the grant number and RFA/PA are present on an IAR screen, then they will be relabeled as Application Number (Opportunity Number).

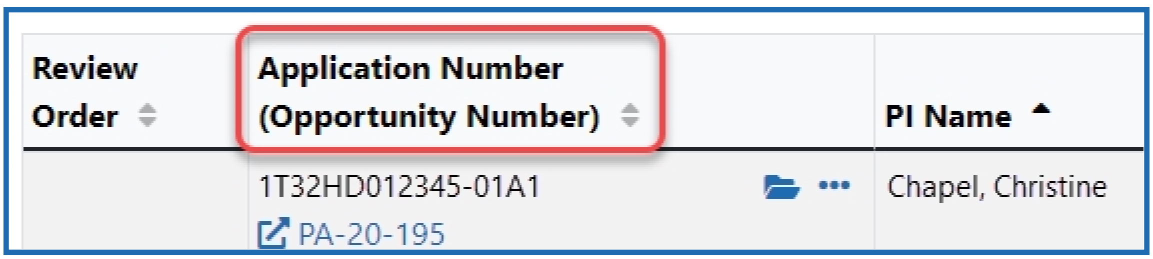


Figure 4: Portion of the List of Applications screen showing Grant number label changed to Application Number (Opportunity Number)

IAR Screens (for reviewers) to see this change:

1. *List of Applications*
2. *VM List of Applications*
3. *Final Score Sheet*

April 13, 2023

IAR has been updated through the module with new screens to meet new user interface (UI) requirements and improved security. Functionality remains nearly the same with the exception of the new UI capabilities.

The following screen have been updated to meet the new requirements:

- *List of Meetings* Screen
- *List of My Assigned Applications* Screen
- *View Access Code for Downloads* Screen

Reviewers will use the three-dot ellipses icon to access available actions through the various screens.

See Navigating and Using the UI in eRA Modules for more information.

May 25, 2022

In December, OER issued a guide notice (NOT-OD-22-044) that emphasized the importance of maintaining security and confidentiality in the peer review process. The notice clarified the following:

- improper use of data in and access to government computer systems [i.e., Internet Assisted Review (IAR)] is prohibited
- confidentiality in peer review must be maintained
- certifications are required as part of the peer review process
- listed the possible consequences if rules are violated.

To keep the language in sync with the guide notice, the language of the confidentiality agreement and the conflict of interest (COI) in IAR has been revised.

The following topics have been updated to reflect this change:

- Reviewer is Not a Federally Registered Lobbyist
- Reviewer is a Federally Registered Lobbyist
- Pre-Meeting Conflict of Interest Certification

December 22, 2021

Veterans Affairs (VA) Only

The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase, providing more time to review the submitted critiques in preparation of the meeting.

For more information, see the Submit Phase topic.

May 3, 2021

An Internet Assisted Review button was added to the eRA Commons home (landing) page for easier access; see *Accessing IAR* on page 23.

December 14, 2020

Updated the content in sample automated emails sent to reviewers to reflect the required use of login.gov for review meetings starting February 1, 2021 and later.

October 30, 2020

The *List of Meetings* screen now has an **Online Critique** indicator next to meetings that use online critiques; see *Accessing the List of Meetings Screen* on page 51. Minor changes have been made for online critique pages; see *Make Changes to a Critique After Submitting* on page 227.

August 20, 2020

Added new topics for working with online critiques, a pilot feature available only to select pilot participants. See *Submit Critiques & Scores (Online Critiques)* on page 196.

April 23, 2019

Refer to *Recruitment Phase* on page 45 topic updated.

April 1, 2019

New topic added for Accessing the List of My Assigned Applications.

October 30, 2018

Pre-Meeting and Post-Meeting Conflict of Interest (COI) forms are now required to be certified electronically via Internet Assisted Review. Paper certifications are no longer accepted.

Eight new COI forms are now provided. The correct form will be displayed dependent on whether:

- the reviewer is Federal or Non-Federal
- the award is a grant or a contract
- the COI is pre or post-meeting

May 2, 2018

New Section for Critique Templates — A new section has been created for critique templates on IAR's Meeting Materials screen, to make it easy for reviewers to locate the templates. The section is collapsed by default and can be expanded by clicking on the plus sign.

Announcement When on Hold — When a virtual meeting is put on hold by the scientific review officer, a meeting wide announcement to that effect will automatically be displayed on the *Virtual Meeting List of My Assigned Applications* screen in IAR along with the date and time the meeting was paused. Another announcement will be automatically posted when the SRO resumes the meeting.

January 30, 2018

- **Critique Templates —** Reviewers will now see a link to the associated Critique Template for applications below the RFA/PA name in the **Application** column of the List of My Assigned Applications and the *List of All Applications* screens. Additionally, the template will be listed on the *Meeting Materials* screen and you will be able to click on the *View Template* link in the **Action** column to download the Critique Template.
- **Discussion comments** will be available to access and read during the *Edit* phase, when final scoring is set, allowing continued evaluation of discussions as final scores are submitted. Once the final scoring window has ended, and the meeting is in the *Edit* phase, access to discussion comments will be blocked.

April 27, 2017

- **Quicker Navigation** — An intermediate screen has been eliminated so reviewers, review and program staff can directly go to a meeting discussion by clicking on the

'**Go To Discussion**' button from the *View List of Applications* screen.
Earlier, one had to click on the first **Go To Discussion** button, which would take one to the *Virtual Meeting Discussion Board* screen where one would again click on the **Go To Discussion** button to go to the actual discussion.

- **Central discussion and scoring on dashboard** — The *Virtual Meeting Discussion Board* and *Comments* screens have been merged into one screen — the *Virtual Meeting Discussion Dashboard*, so that all discussions take place centrally without navigation to multiple pages.
  - The Dashboard also has a new '*Reviewers and Scores*' table, so that the scores can be seen while participating in the discussion. Reviewers can enter criteria and final scores in the table, which can be expanded or collapsed; they also have the option of going to the *Final Score Sheet* screen via the drop-down **Go To** menu on top of the *Virtual Meeting List of My Assigned Applications* screen.
- **Online presence** — A green circle icon will be displayed next to the names of reviewers on the *Virtual Meeting Discussion Dashboard* when they are online, so that review staff are aware of the status of those attending the virtual meeting.
  - The green icon will disappear for a reviewer after 20 minutes of inactivity.
  - The names of assigned reviewers will be displayed first in their assigned review order; any unassigned reviewer who posts a comment or discussion score will appear in the table as well. They will be listed alphabetically by last name. The columns are sortable; clicking the **Default Sort** button will return the sort to assigned reviewers at the top of the list.
- **Meeting-wide announcements** — These announcements will now appear on the left navigation pane of the *VM Discussion Dashboard* screen, so that reviewers can read them without navigating away in the middle of a discussion; and review staff can read, post and edit the announcements without moving to another screen.
  - If the user has collapsed the left navigation pane, a green box will pop up at the right hand top corner of the screen to alert the user to any new announcements or comments. Once the user clicks on the box, the left navigation pane will re-open and display the count of new announcements and/or messages for each topic.
- **Security measure** — The ability for users to copy text or print the screens has been disabled, to ensure confidentiality and protection of the information per

policy. Users will still be able to paste information (for instance, cut and paste information from a Word document to a comments field in VM).

- Name modified — The '**Enter Discussion Score**' button on the *Virtual Meeting Discussion Dashboard* has been renamed as '**Enter/Edit Discussion Score**.' This is to reflect the practice that reviewers are encouraged to change their discussion score during the discussion phase if their enthusiasm for the application changes.

March 23, 2017

Discussion Order is now an option that the SRO may set for the *VM List of Applications*. If a Discussion Order has been set, the column header for the order will change from **Review Order** to **DO**.

August 11, 2016

IAR's Virtual Meeting was launched in pilot today. The module allows reviewers and scientific review officers to participate in an online review meeting in lieu of a face-to-face meeting at a physical location.

Virtual Meeting (VM) incorporates two new phases — INTRODUCTION and DISCUSSION phases that occur after the READ phase. The ability to set these new phases will not appear for review meetings not specifically participating in the pilot. Several new screens —VM List of Applications, and VM Discussion Forum (per application) — will appear only for Virtual Meetings. During the INTRODUCTION phase, reviewers will be able to 'rescue' applications that have been designated in the lower half and have them included in the DISCUSSION phase.

Reviewers will participate in the discussion and scientific review of applications by navigating to the applications and entering comments online during the DISCUSSION phase. Each application will have a unique screen displaying select topics, added by the SRO, and corresponding discussion threads where reviewers will interact with one another and the SRO as needed. Reviewers will also provide discussion scores on the main discussion screen, which are numeric scores the reviewers will use to indicate 'their current enthusiasm' for the application (the scores are informative only; they carry no weight in final scoring). The general scoring process for VM remains the same as it is for face-to-face meetings.

See the Virtual Meeting section for details.

Previous:

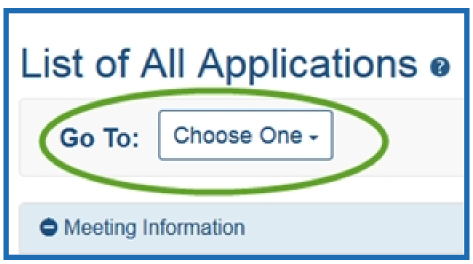
The Internet Assisted Review (IAR) module has a new, contemporary user interface. Major capabilities remain the same.

The highlights for reviewers, including screenshots, are available in this PowerPoint presentation: New Look, New Screens for IAR.

The new screens are re-sizable, depending on the device used to access the system.

Key changes are:

- The horizontal links on the following screens have been converted to a **Go To** drop down navigation, for easy access:
    - *List of All Applications*
    - *List of Meetings*
    - *Meeting Materials*
    - *Preliminary Score Matrix*



- Meeting identifiers have been listed on all screens, on the right hand corner
- Prominent look for buttons, including the **Final Score** button
- Drag-and-drop feature to change order of *Meeting Materials*
- Easy filter is present on some of the lists, to allow you to drill down to the document you need
- Collapsible sections on the screen, via **expand all** or **collapse all** buttons

Table of Contents

Introduction

Internet Assisted Review (IAR) is an Electronic Research Administration (eRA) module used in tandem with the Peer Review module to help expedite the scientific review of applications by providing a standard process for reviewers to submit their critiques, preliminary scores, and final scores and to view applications and related meeting materials via the eRA Commons. IAR also has the ability to enable reviewers to view the critiques of others before the actual meeting (unless conflicts of interest exist). As a result, review meetings can contain more informed discussions.

**This topic has two different names and purposes for UG and help (Introduction and About IAR). **

Scope

The purpose of this document is to assist the reviewer in navigating the IAR system and completing the tasks related to a review meeting. This document discusses how to utilize IAR during the application review process.

Additional online material is available as a supplement to this user guide. eRA's Training site has materials posted specific to reviewers using IAR. This information is located online at https://era.nih.gov/help-tutorials/iar/iar.htm.

If a more thorough look at the role and responsibilities of a reviewer is needed, the Center for Scientific Review (CSR) has a vast array of information and training materials for reviewers. This useful information is located online at https://public.csr.nih.gov/ForReviewers.

The majority of information contained in this user guide also is available as online help. Access the IAR online help at https://era.nih.gov/erahelp/IAR_Rev or by selecting any of the '?' icons found within the IAR system itself.

This needs to be removed from the online help

IAR and eRA Commons

IAR is accessed through the eRA Commons, a web-based system that applicants and institutions use to participate in the electronic grant administration process. Scientific Review Officers (SRO)* use IAR to electronically invite reviewers to participate in review meetings. This process is called enabling. Once enabled for a meeting, a reviewer receives an email invitation either providing instructions for establishing an eRA Commons account or, if that reviewer already has an account, instructions for accessing eRA Commons and IAR with the existing account.

Reviewers use eRA Commons not only to access IAR but also to update their own personal profile information and check on application status as a PI. In order to access IAR, Reviewers must have an eRA Commons account, be listed on the official Meeting Roster, and have a personal profile with an MLG email address (taken from the **Reviewer Information** section of the eRA Commons Personal Profile). Refer to *Setting Up and Maintaining the eRA Commons Personal Profile* on page 17 for more information.

This document covers the steps taken by a reviewer in the IAR module. If additional information specific to eRA Commons is needed, refer to the *eRA Commons User Guide* located online at https://www.era.nih.gov/help-tutorials/era-commons/user-guide.htm.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Navigating and Using the UI in eRA Modules

For increased usability, eRA modules are gradually switching to a streamlined, modern, mobile-friendly look and feel for screens. The new look and the new navigation adjust dynamically for a variety of screen or font sizes, making your browsing experience more efficient on the device of your choice. New UI elements offer a consistent set of tools that you can use across modules. A new header and footer conserve space, leaving more work area for you to accomplish your tasks.

This topic explores the new navigation and UI elements that you might see on updated screens. All modules will eventually use the same framework for building the UI and navigation through screens. Older style screens will co-exist with updated screens during the transition to the new look and feel.

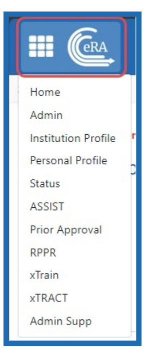
Read this topic to learn about:

- Header/footer for eRA modules
- Navigation to and within modules
- Actions column and how it might be replaced by an ellipsis (three-dot) dropdown in a row
- Standard tools for tables
- How columns are hidden and shown on small screens

Header and Footer Navigation

The header and footer use symbols to save screen real estate and dynamically adjust to fit smaller screens.

The first icon from left is the Apps menu. The Apps menu shows all apps available to the currently logged-in user, shown below:



Other Icons in Header

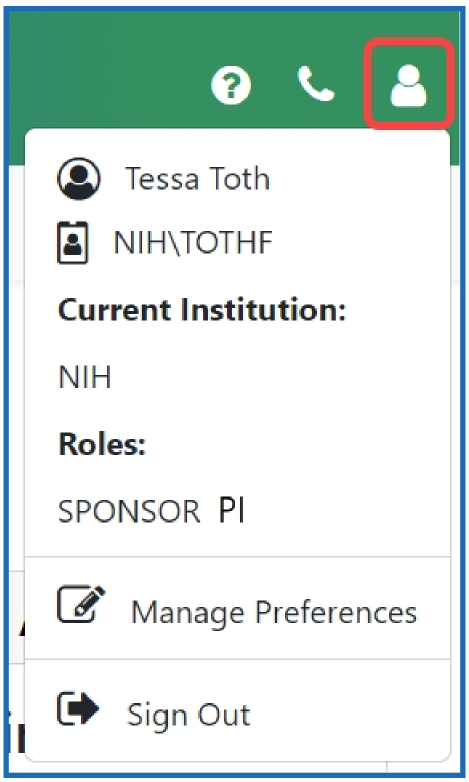
Links to the Department of Health and Human Services.

Link to grants.nih.gov.

Links to a general eRA Service Desk Support page.

Links to eRA Points of Contact page.

The person icon shows your login information, preferences, and sign out link:

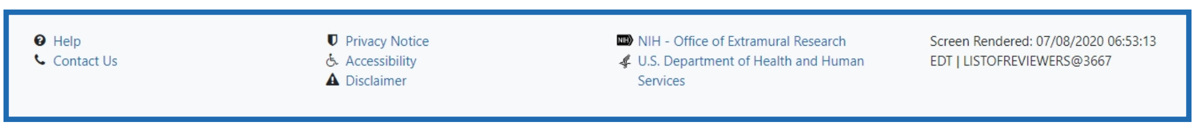


Dynamic Header

Below, on a narrow screen, most items on the header are hidden, but they pop down when you click the grid icon in the upper right, circled below.

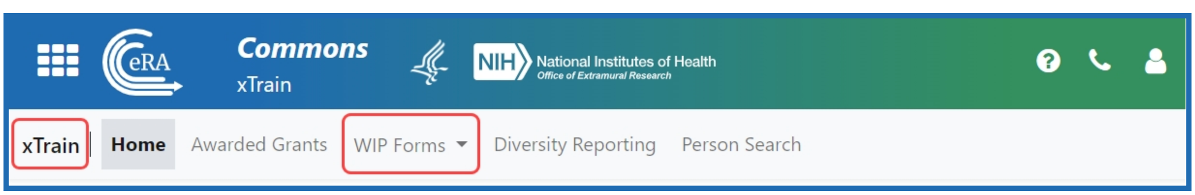
Redesigned Footer

The footer is clean and offers only essential information organized into columns.



Navigating Within a Module

The module abbreviation, circled below left, lets you quickly see which module you are working in.

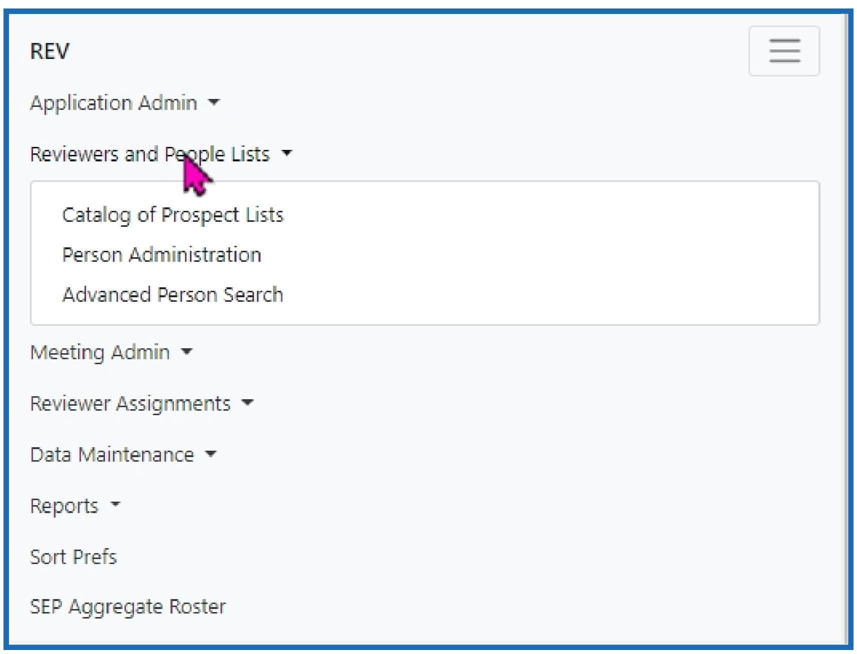


The sections of the modules are listed across the top, with the current section high-lighted in gray, circled above.

To navigate to the screens available under each section, click the section name to see a dropdown that shows all screen names, as shown below.

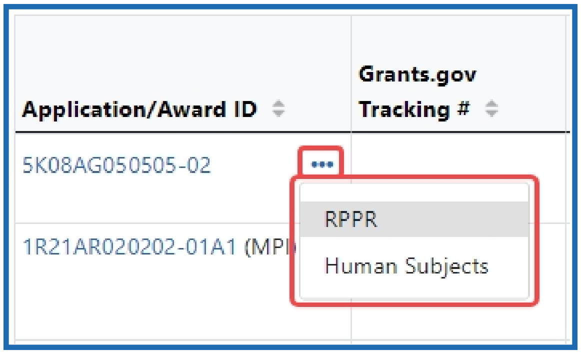
If the screen size is small, all the app section names are collapsed under a three-line icon, shown below.

When clicked, the three-line icon shows all module navigation in vertical form, below.



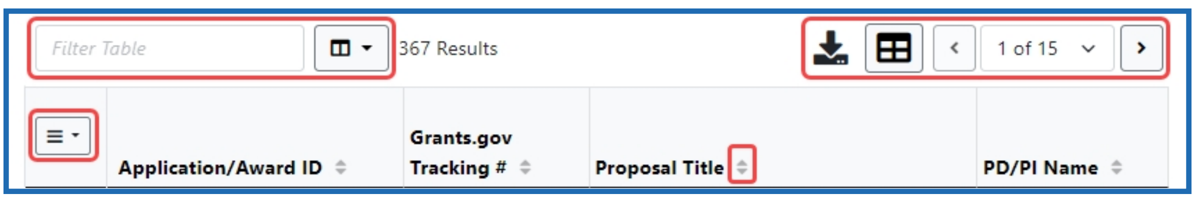
Actions Column Replaced by Ellipsis Menu

Actions that are available for each row in a table might be displayed under a three-dot ellipsis icon instead of an **Actions** column, as shown below. This happens if there are three or more actions to be displayed. If only one action item is listed, then the column will list that action as the header and have an 'x' in the body of the column.



Standard Tools for Tables

Tables are sleeker with tools for showing the data you want to see. See below for explanations of table tools.

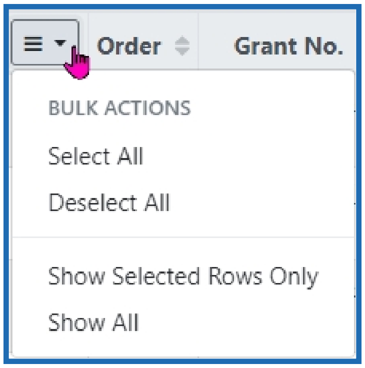


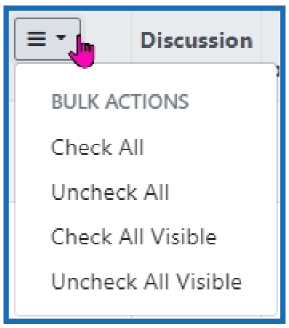
Filter

Entering filter text features instant filtering of the list as you type, with the number of found results updated as you type. The text you type in the filter is highlighted in the table.

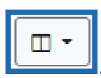
Selecting Rows/Bulk Action Tool

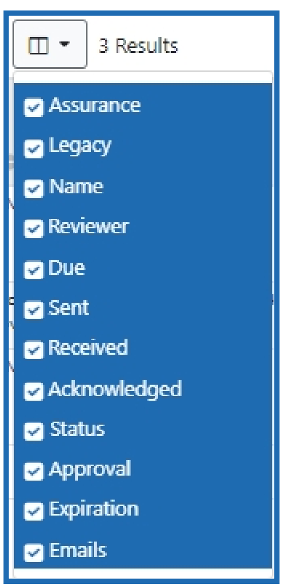
Use the bulk actions tool  to select or deselect all, and to show selected rows only or all rows. Other bulk action tools might also let you mark or clear the checkboxes of all currently visible rows (such as those found by typing filter text).





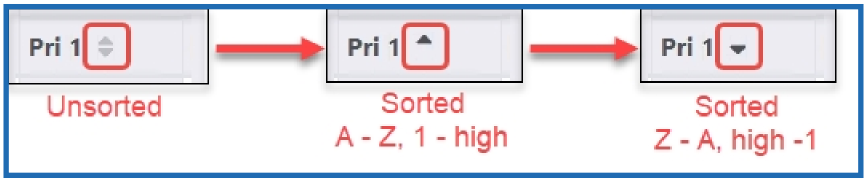
Column Picker

Click to choose the visible columns in a table by selecting/deselecting their checkboxes using the column picker tool . The column selection is only in effect until you navigate to another screen.



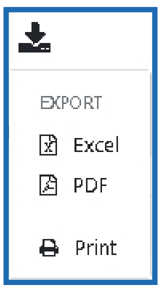
Column Sorting

Click column headers to sort by that column.

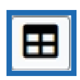


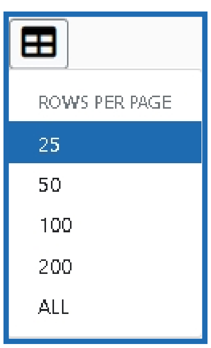
Download and Print

Use the download tool , shown below, to export table data to Excel or PDF, or to print. Data from all columns is exported/printed even if only a subset of columns are visible.



Rows Per Page

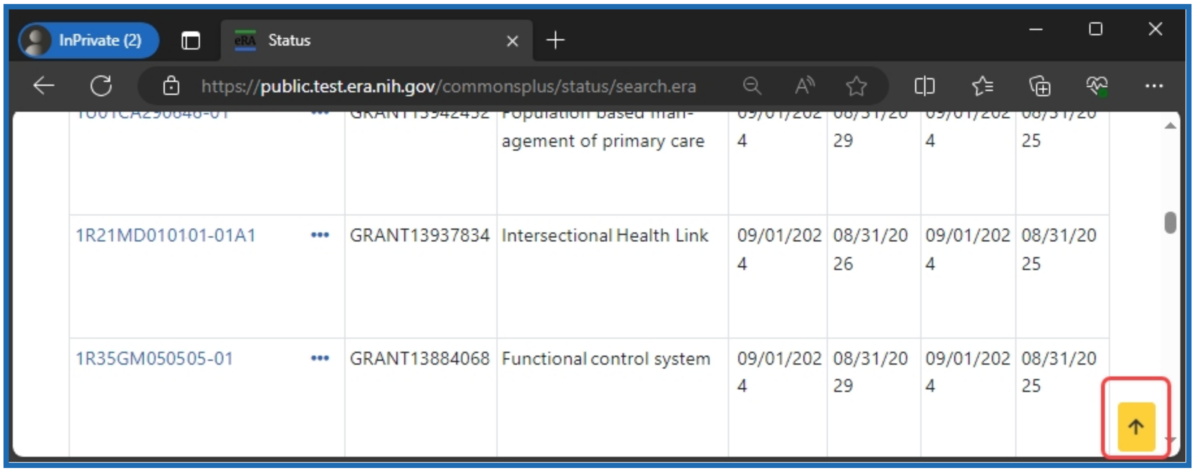
To help avoid scrolling, use the grid tool  to specify how many table rows appear per page.



Page Navigation

Navigate to each page of search results using the following tool:

Instantly scroll back to the top of the page by clicking the **Back to Top** button, which appears on selected screens:



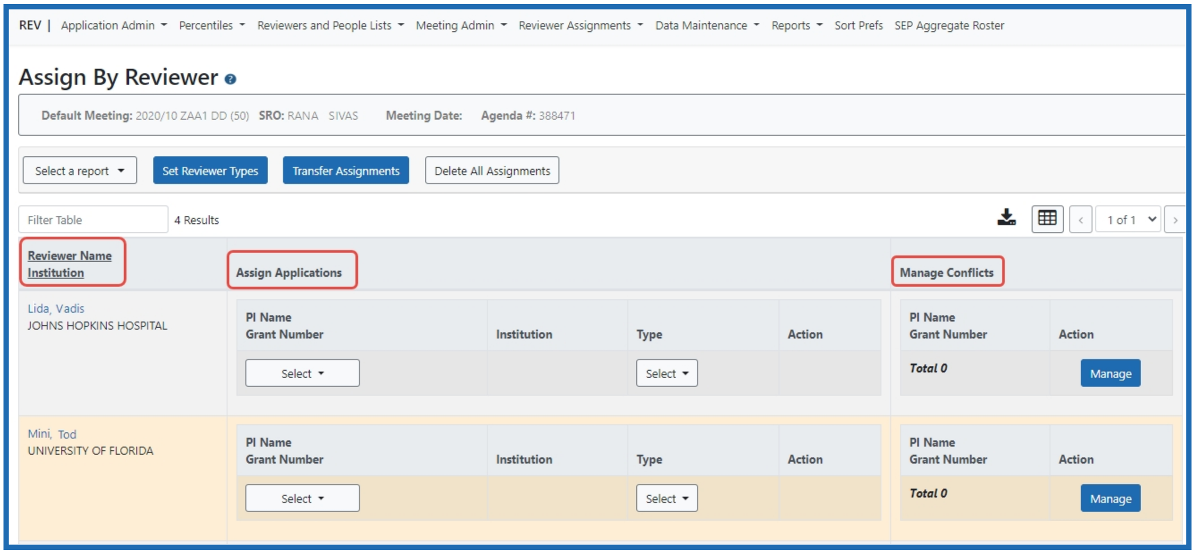
Toggle Switches

Toggles can be in one of three states, disabled, enabled but toggled off, or enabled and toggled on:

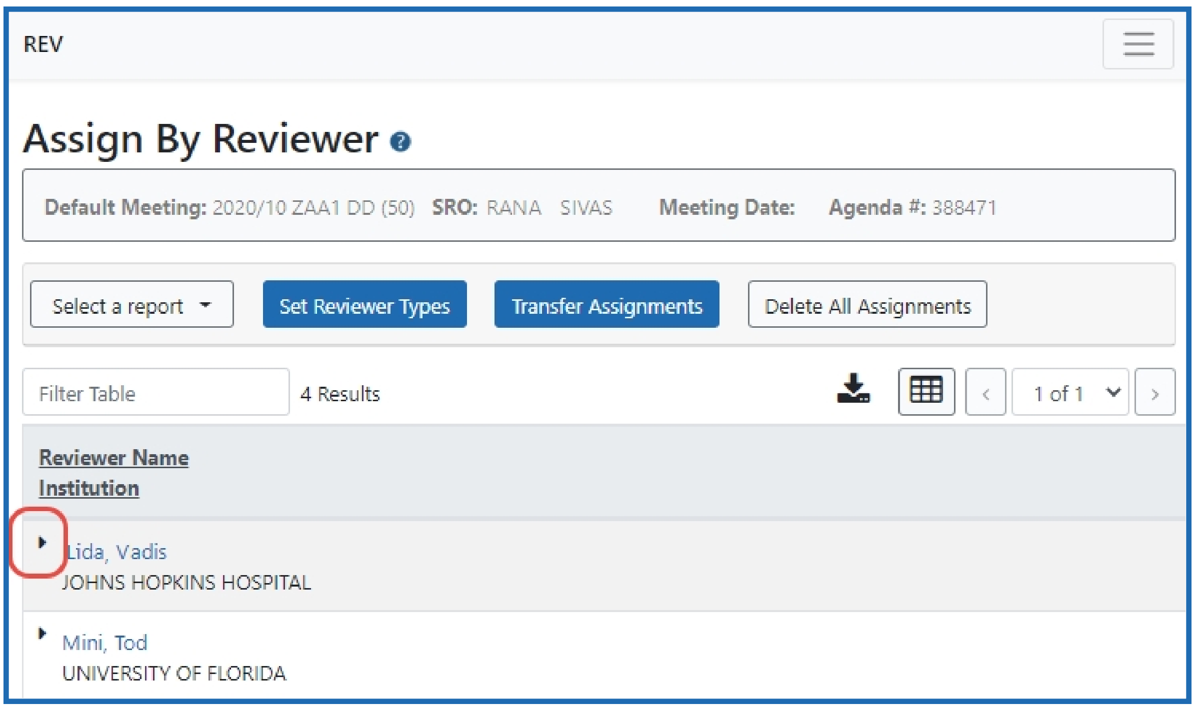
How Screen Size Can Affect Visible Columns

Responsive screens can hide less crucial columns if space is limited on your display. To see the hidden columns, which collapse below the row, look for the triangle icon on a row in a table that indicates hidden columns.

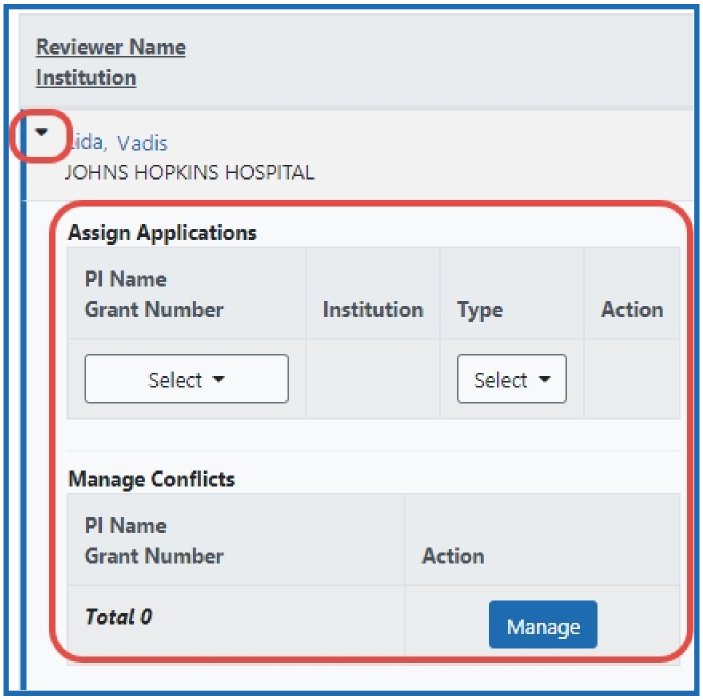
Below, see a full screen, with three columns: **Reviewer Name Institution**, **Assign Applications**, and **Manage Conflicts**.



When the screen is narrowed, the **Manage Conflicts** column and **Assign Applications** column are not visible in the table, as shown below.



All hidden columns are available by clicking the more info triangle next to the **Reviewer Name**, which drops down to show the two missing columns:



Creating an Account to Access IAR

In order to access IAR, reviewers must have an eRA Commons account with the IAR role. Reviewers who do not have an eRA Commons account are invited – through a series of emails – to create one when an SRO adds that reviewer to a meeting. The first email informs the reviewer that he or she has been invited to the specified meeting. This first email includes a link for accessing eRA Commons to begin creating the new account.

Creating an account consists of completing two steps. The first step is to add the required information about your self. Fields marked with an asterisk are required.

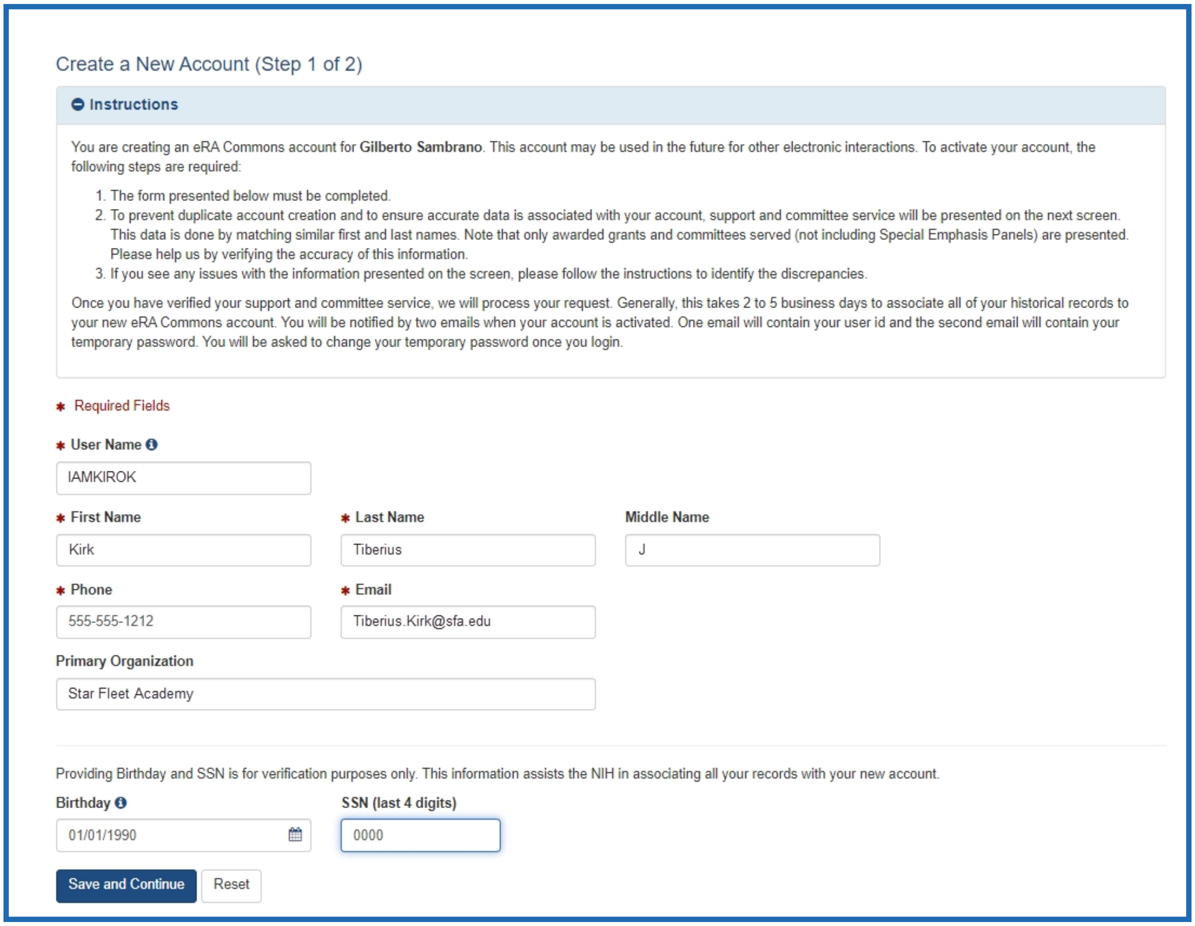


Figure 5: Step 1 of 2 when creating an account is to provide the required information

The second step in the process is to verify any federal awards and/or review committee/meeting involvement.

Figure 6: Step 2 of 2 is to verify any federal awards and/or review committee/meeting involvement

At the completion of thesesteps in the process, the reviewer receives a second email confirming the reviewer's completion of the account creation. NIH Data Quality department evaluates the account request, and when the request is approved, a third and fourth email are sent to the reviewer.

The third email notifies the reviewer that his or her account is active. This email includes the reviewer's new eRA Commons User ID. For security, the password to this user ID is not included within this email.

A temporary password is assigned to the reviewer's new account and is emailed to the reviewer in the fourth email. Reviewers must use this temporary password to log into eRA Commons for the first time. After logging in, the reviewer is prompted to change the password.

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the **login.gov** option on the eRA Commons login screen to log in.

For instructions on using login.gov please see:

https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm

https://era.nih.gov/faqs.htm#XXIV

NOTE: After transitioning to login.gov, you will no longer use your eRA Commons username and password.

After the account is successfully established, the reviewer should see the **Internet Assisted Review** module by clicking on the apps icon in the upper left corner and possess the **IAR** role as displayed under the user icon in the upper right corner in eRA Commons.

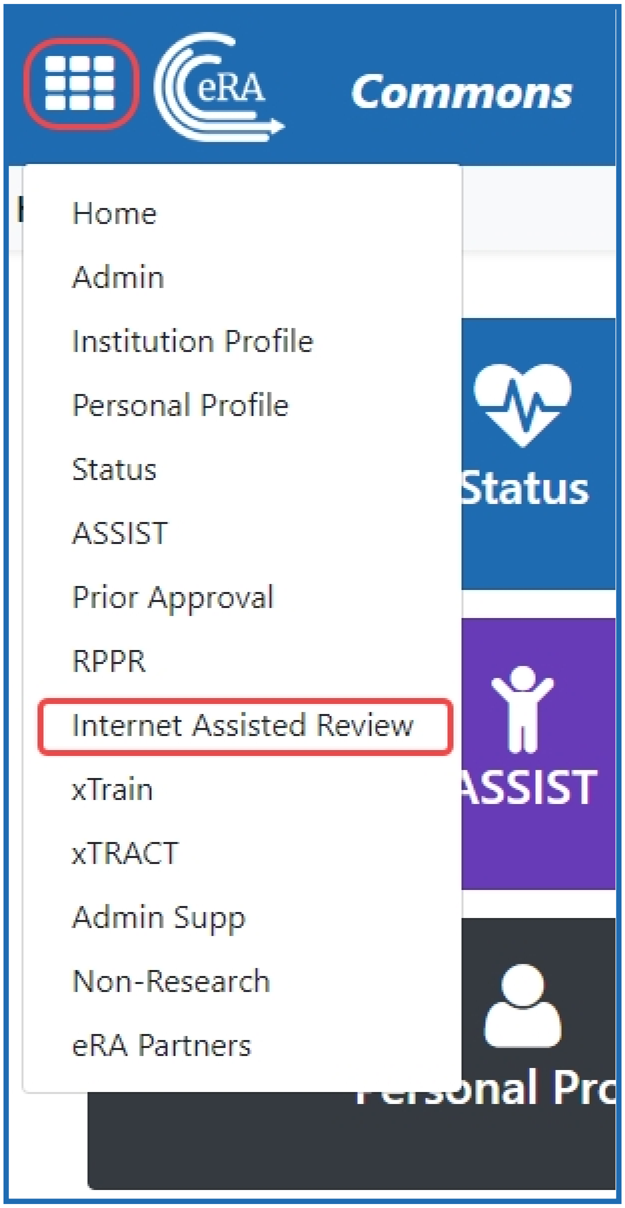


Figure 7: The Internet Assisted Review menu option found under the apps icon in the upper left corner

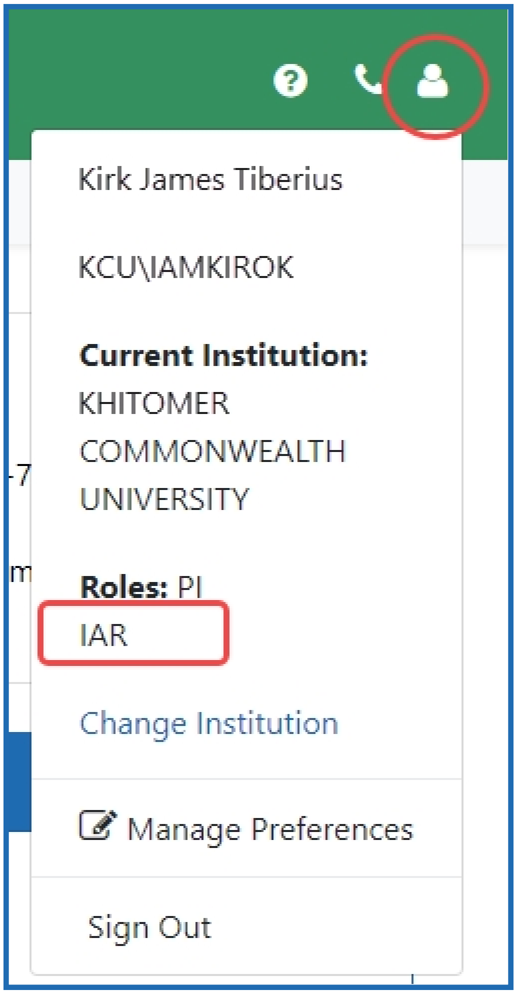


Figure 8: IAR role displayed for user's account

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Setting Up and Maintaining the eRA Commons Personal Profile

Accurate reviewer information is essential for successfully using IAR for the review process. A reviewer must maintain personal information to ensure that it is accurate. The Personal Profile in eRA Commons is the central repository of information for each of the eRA Commons registered users, which includes all reviewers. It is designed so that individual users hold and maintain ownership over the accuracy of their own profile information. This information is then used in other areas such as IAR and Peer Review. Some examples of the type of data included in the Personal Profile are email address, phone number, employment history, degrees, and addresses. Maintaining a current eRA Commons Personal Profile is imperative for successfully participating in peer review meetings.

IMPORTANT: If your Personal Profile is missing any required information in any section, you cannot perform a successful save. Please pay attention to any warning messages that appear on the top of the Personal Profile screen. Even if the missing information is for a section you were not completing, NONE of your information will save until all required fields in all sections are completed.

To access the Personal Profile:

Log into eRA Commons (https://public.era.nih.gov/commons) and click the **Person Profile** button on the eRA Commons landing page.

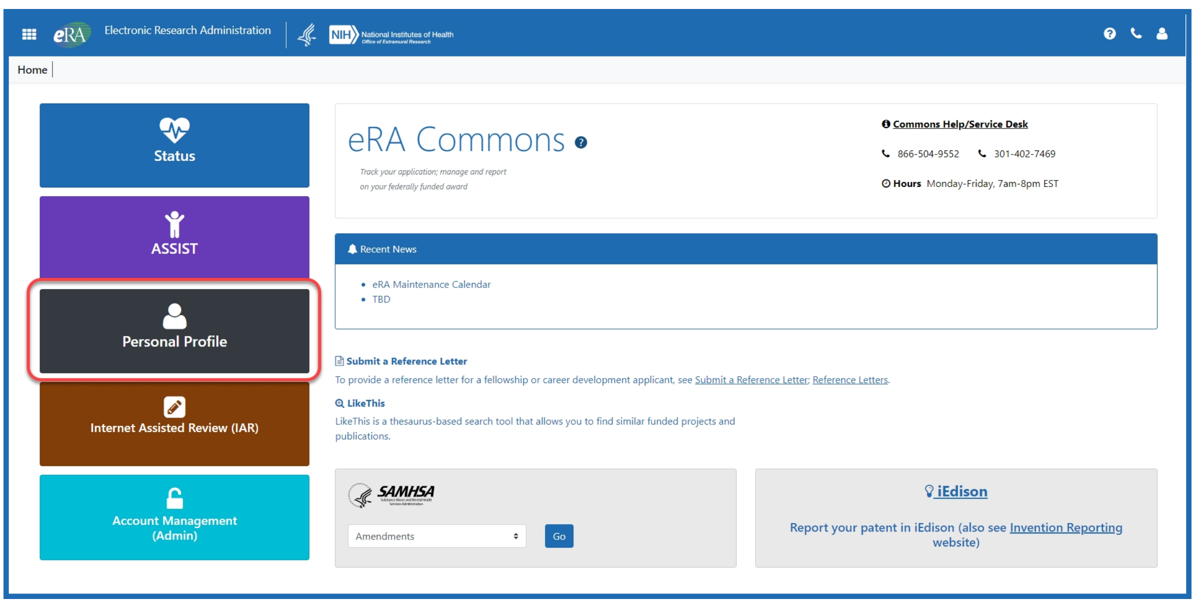


Figure 9: eRA Commons Personal Profile button on the landing page.

You can also access the Personal Profile by clicking the apps icon in the upper left corner and selecting **Personal Profile** from the menu.

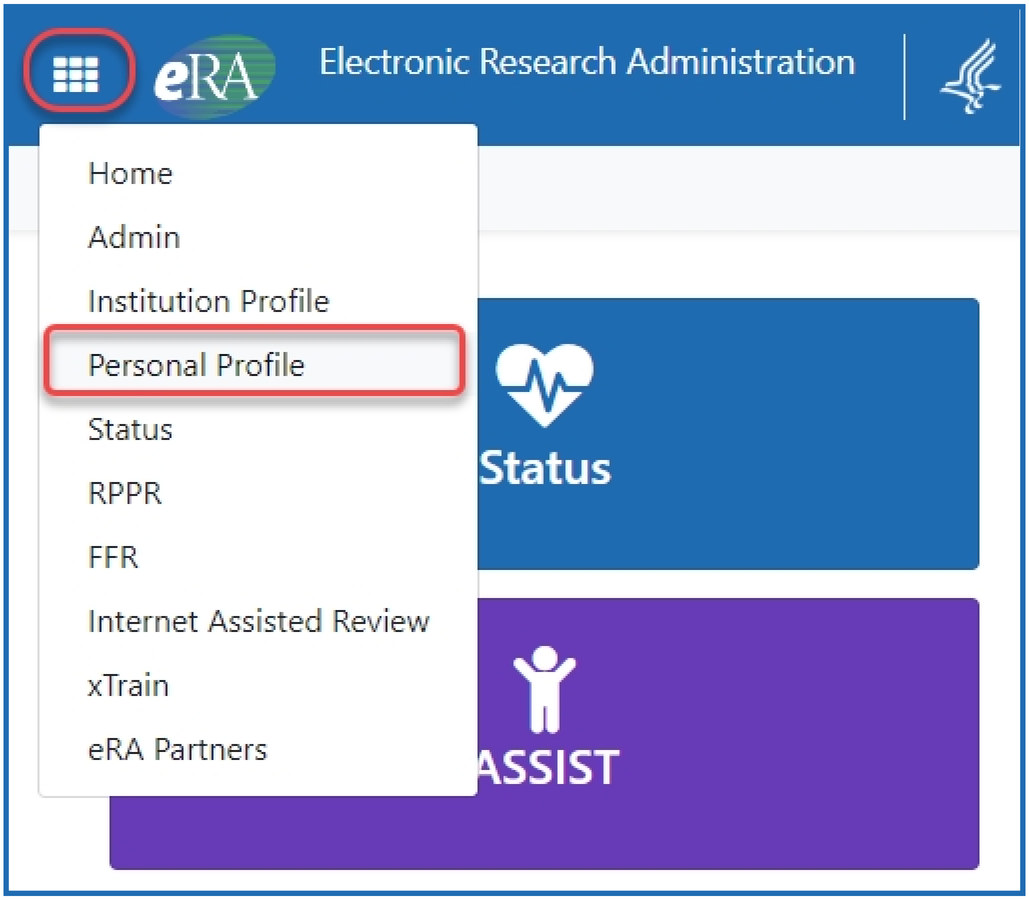


Figure 10: The apps icon menu showing the Personal Profile link

Review the information within each section of the profile. Take care to update the information in the **Name and ID** and **Reviewer Information** sections. Entering and maintaining valid, current information is essential for successfully using IAR and eRA Commons. The information provided within each section has different purposes, so it is important to enter the correct personal information within the proper section.

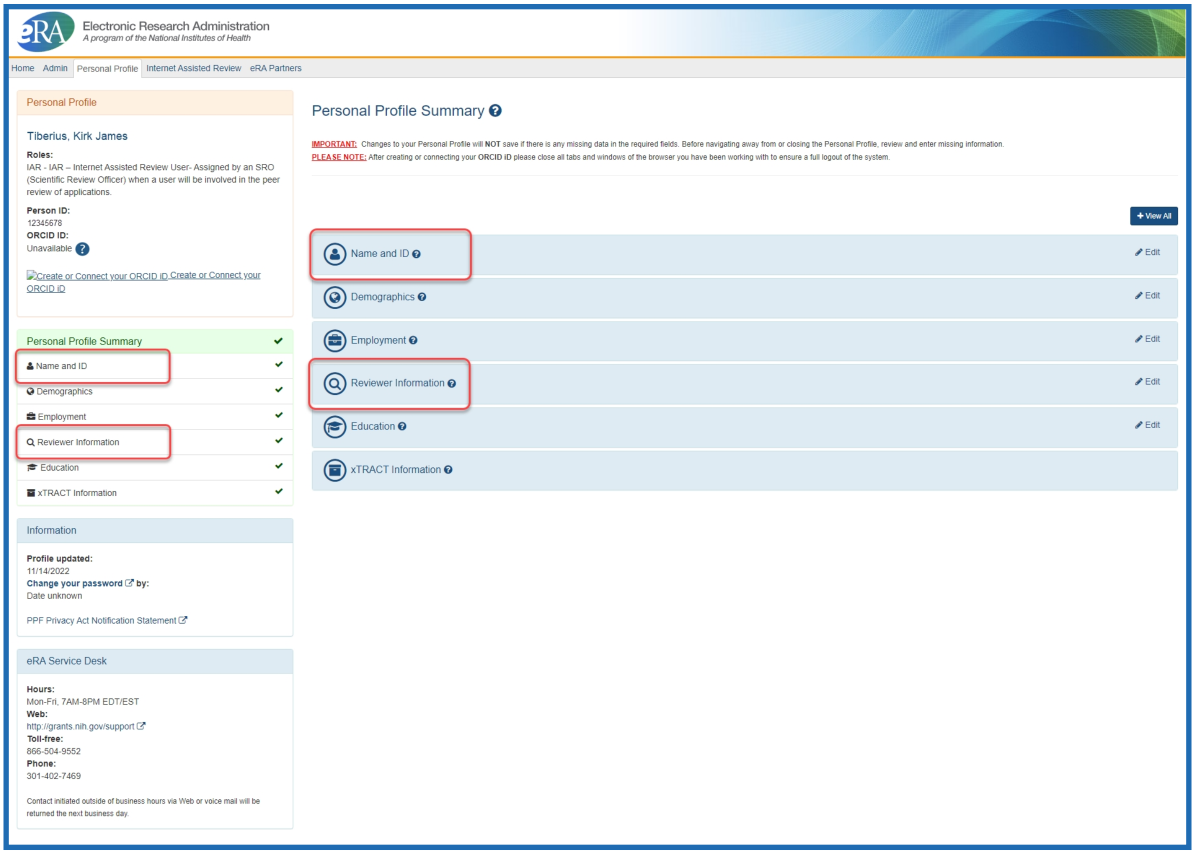


Figure 11: eRA Commons Personal Profile Summary page

Refer to the [Commons Personal Profile online help] for more information on and for help completing the different sections of the Personal Profile.

Name and ID

The information used to identify yourself should you forget your password or if you are seeking a new user role (e.g., PI) is located under the **Name and ID** section.

Steps for completing this section of the profile are found in the [Name and ID help topic] in the Personal Profile online help.

Reviewers Information

A valid email address entered in the **Reviewer Information** section of the Personal Profile is critical for the SRO to electronically invite you as a reviewer to the meeting. Additionally, the email address entered here is used by the SRO and the IAR system to send emails related to the review meeting. This email address is often referred to as the MLG address. You can enter this email address in the **Email** field under the **Reviewer Communications** area of this section of the profile.

This section also holds your home address and provides access to the Secure Payee Registration System (SPRS) in which you can enter your banking information to receive honoraria for your service on review meetings.

Detailed steps for completing this section of the profile are found in the Reviewer Information help topic in the Personal Profile online help.

TIP: The **Email Address** field of the Personal Profile **Name and ID** section includes a checkbox titled **Replace other email addresses?** By selecting this checkbox, you can replace the Reviewer Communications email address in your profile with the email address in the **Name and ID** section. This is a useful shortcut if you use the same email address for multiple purposes.

How Do I Register for Payments?

You must register your bank account and other payment information in the Secure Payee Registration System (SPRS) -plus provide Home Address information in your Commons Personal Profile - in order to be paid for service.

The **Reviewer Information** section of the Commons Personal Profile includes a link to the SPRS; however, this link is only accessible when you are in *Edit Mode*. Follow these steps to find the link and access SPRS:

1. Open your Personal Profile in Commons.
2. Select the **Edit** button on the **Reviewer Information** tile. This button is located on the right side of the tile. Selecting the **Edit** button will open the **Reviewer Information** tile in Edit Mode. You must select the **Edit** button in order to see the link to SPRS!

Figure 12: Select the Edit Button to View All Fields of the Reviewer Information

3. With your **Reviewer Information** open for editing, scroll down to the **Reviewer Payments** section - it's below the **Home Address** section. You should see a link to the SRPS system. The link is titled **Go to the Secure Payment Registration System**.

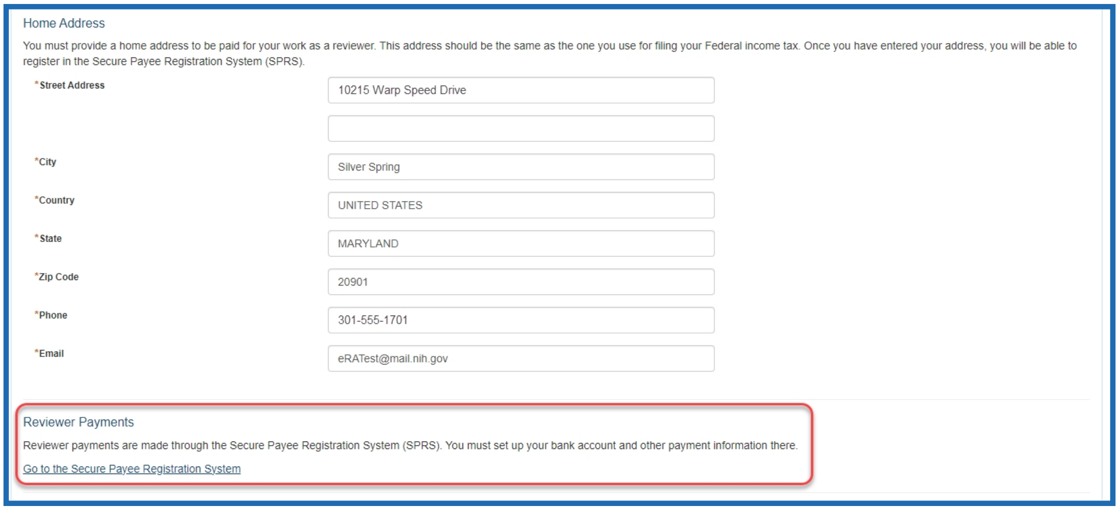


Figure 13: Click the Link to Access the Secure Payment Registration System

4. Click the link! The Secure Payment Registration System will open. Fill out and submit the information as requested.

Review Integrity and Bias Awareness Training

Review Integrity and Bias Awareness Training is required for reviewers for most meetings.

The two trainings, each approximately 30 minutes long, are:

1. “Review Integrity” module — raises awareness of actions that breach review integrity and provides tools to prevent and report them.
2. “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

Reviewers who have not taken the training will receive a system-generated email:

- When added to a roster. The email will come from nihreviewertraining@csr.nih.gov with a customized link to the NIH Reviewer Training site
- When invited to the Recruitment phase or Submit phase in IAR. The email will come from IAR and/or Peer Review.

If a reviewer who has not taken the trainings tries to access their assigned applications on the List of Meetings screen in IAR, they will be presented with a message that they have to complete the training before they can access the applications.

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). See flyer and webpage for instructions.

Reviewers will need 2 sets of username and passwords for using Login.gov to access eRA Commons:

- one for Login.gov and
- the other for eRA Commons.

They should begin the process on the eRA Commons landing screen, by clicking on the Login.gov logo on the upper left-hand side of the screen.

Reviewers will provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH reviewer training site.

Scientific review officers (SROs) will be able to track if reviewers have completed the training by going to the Control Center screen in IAR or the Recruitment Control Center screen in Peer Review. A new column labeled 'Training Completed' will display 'Yes' if reviewers have taken the training and 'No' if they have not.

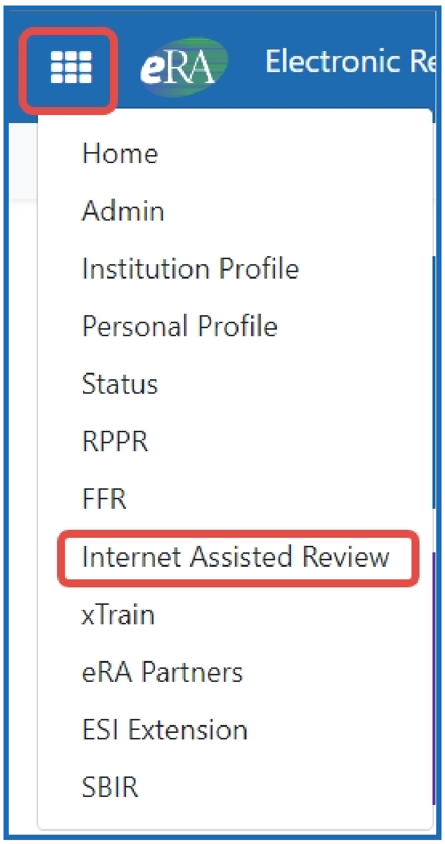
A 'No' will still allow a reviewer to complete the Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

Accessing IAR

To access IAR, do one of the following:

- Log into eRA Commons (https://commons.era.nih.gov/commons) and click the Internet Assisted Review button on the landing page:

- Or, log into eRA Commons (https://commons.era.nih.gov/commons) and select **Internet Assisted Review** from Commons navigation.



- Or, type this URL in your browser, and log in normally; this should take you directly to the IAR module: https://public.era.nih.gov/iar/

Using Login.Gov

You will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and later. When you are enabled for a meeting after that date, your IAR account will be transitioned to require the use of login.gov. Upon logging into eRA Commons, you will be prompted to create a login.gov account and to associate your eRA Commons account with login.gov (one-time only). From then on, you will always use the login.gov option on the eRA Commons login screen to log in.

IMPORTANT: First-time log in with login.gov requires that:
- you access eRA Commons with the current URL, https://public.era.nih.gov/commons; incorrect bookmarked URLs can interfere with the login.gov process.
- your eRA Commons account is active and unlocked.
- you know your eRA Commons username and password.

If you do not remember your password or your account is locked, use the Forgot Password/Unlock Account link on the main Commons login screen to change your password or unlock your account prior to attempting to log in with login.gov.

For instructions on logging in or using login.gov, see:

https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

https://era.nih.gov/erahelp/commons/Default.htm#Commons/access/login.htm

https://era.nih.gov/faqs.htm#XXIV

NOTE: Once you start using login.gov to access eRA Commons or ASSIST; you cannot use other login methods such as Commons or ASSIST credentials (username/password) or InCommon federated credentials (use of an organization's credentials). This requirement to use login.gov also applies to any activities you may subsequently do in eRA Commons as a principal investigator, reviewer, etc. For those who use InCommon federated credentials, NIH is working with the InCommon Federation community to determine if and when that service could implement the necessary two-factor authentication processes to allow that login method to continue in the future.

Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice NOT-OD-23-156.

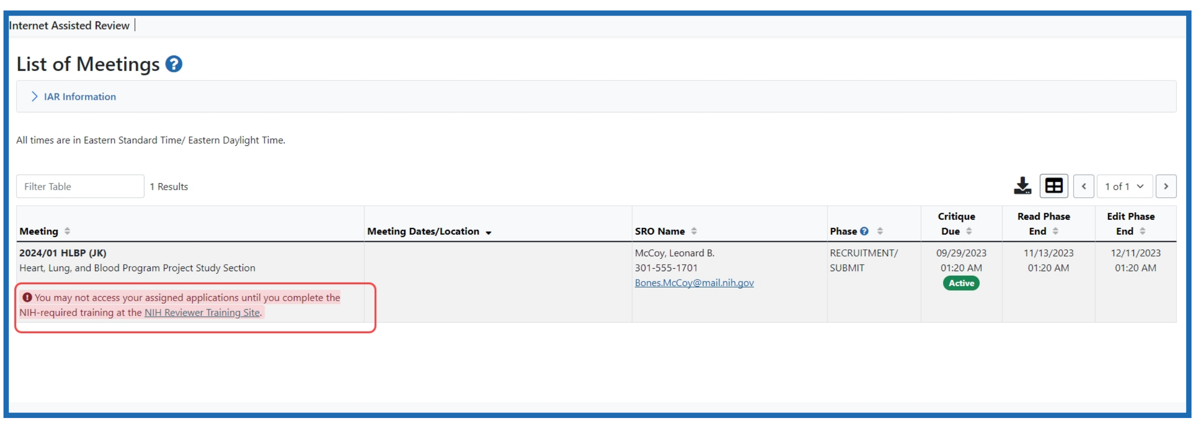
Each of the two modules is approximately 30 minutes in length, and when completed, the training status is updated automatically in real time.

- “Review Integrity” module — raises awareness of actions that breach review integrity and provides tools to prevent and report them.
- “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

If a reviewer has not complete the training prior to being added to a roster, they receive a system-generated email from nihreviewertraining@csr.nih.gov with a customized link to the c.

If a reviewer has not completed the training and they are invited to the Recruitment or Submit Phase in IAR, the email with the link to the NIH Reviewer Training website comes from either IAR or Peer Review, depending where the invitation was initiated.

If a reviewer has not completed the training and they log into IAR to access their list of assigned applications, they are presented with a message on the *List of Meetings* screen after certifying their Confidentiality Agreement.



List of Meetings screen showing the message that Reviewer training is required

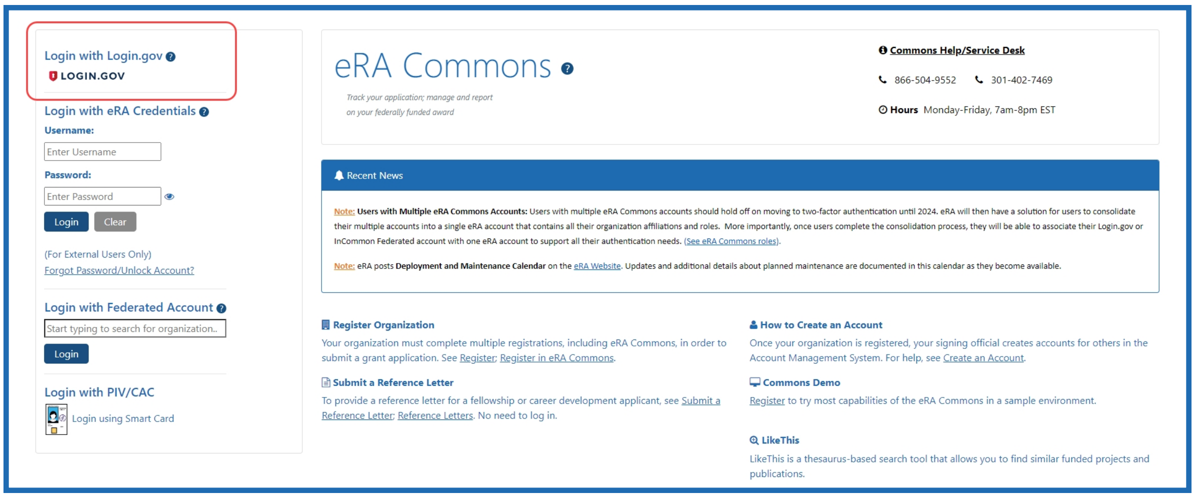
Steps to Take Before Accessing the NIH Reviewer Training Website

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

Reviewers need 2 sets of credentials (username and password) to use Login.gov to access eRA Commons, and thus IAR:

- one for Login.gov and
- the other for their eRA Commons account.

Reviewers begin the process on the *eRA Commons login* screen, by clicking on the Login.gov logo on the upper left-hand side of the screen.



eRA Commons (IAR) login screen showing the Login.gov link

Reviewers provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH Reviewer Training website.

NOTE: Scientific review officers (SROs) track if reviewers have completed the training by going to the *Control Center* screen in IAR or the *Recruitment Control Center* screen in Peer Review. A new column labeled ‘Training Completed’ displays ‘Yes’ if reviewers have taken the training and ‘No’ if they have not. A ‘No’ allows a reviewer to complete the

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Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

Session Timeout Warning

A pop-up message appears on top of any maximized window five minutes before the standard 45-minute IAR session is about to time-out. The pop-up includes a countdown of minutes left before you will be automatically logged off IAR.

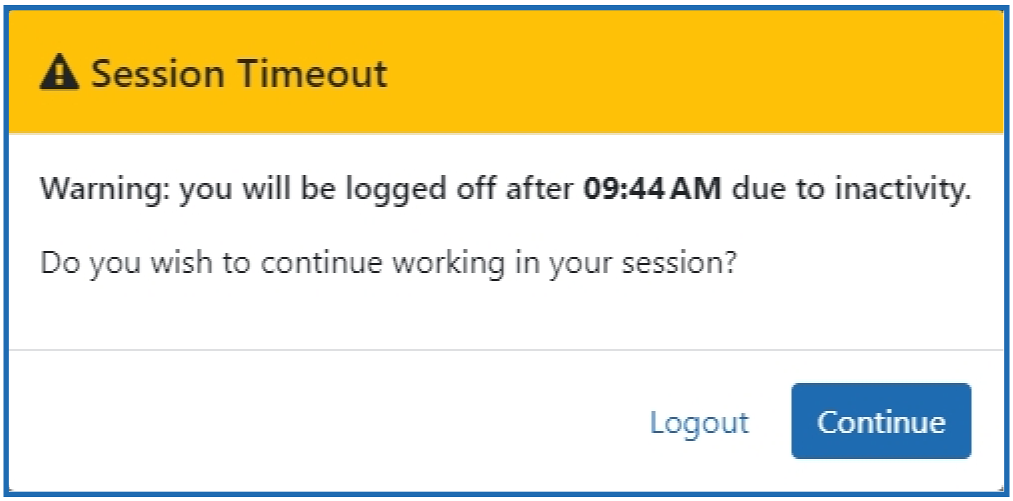


Figure 14: Session Timeout warning screen

If you wish to continue working in your IAR session, select the **Continue** button. This will restart the clock providing an additional 45 minutes.

You can click the **Logout** button if you are no longer working in IAR and would like the system to log out. If you do opt to log out, please remember to manually close any other pop-up windows that might have been left open.

NOTE: eRA currently tests and supports the browsers listed here: https://er-a.nih.gov/help-tutorials/browser-compatibility-ext.htm.

Sample Emails Received by Reviewers

As a reviewer, you will receive communications (i.e., emails) from eRA Commons containing instructions for creating or setting up your account so that you can access your meetings. These communications vary depending on your current status with the Commons system.

If You (the reviewer) Have a Previously Established Commons Account

Email Invitation For IAR Sent to Reviewer with Existing Commons Account

To: <Account holder email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) module in connection with your participation on the Objective Review [Name of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons to get to Internet Assisted Review (IAR). Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please click on the Commons URL https://public.era.nih.gov/commons/ (You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the URL doesn't work, make sure it is complete and hasn't been broken over multiple lines. If the URL spans more than one line make sure you are entering all of it in the location window of your browser). After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow "Tips for Reviewers" at http://era.nih.gov/files/tips_processing_documents.doc for submitting critiques.

Please refer to the video tutorial on how to set up and maintain your Personal Profile in eRA Commons. Once on the page, click the video title, Access and Maintain Your Personal Profile in eRA Commons, or thumbnail image to launch the video.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the object review of OT applications.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate COI in IAR: Access IAR via eRA Commons. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on ‘Internet Assisted Review’ on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit http://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

If you (the Reviewer) are New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

• Viewing the list of applications, participating institutions and involved personnel.

• Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.

• Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons to get to Internet Assisted Review (IAR).

Your action is required. Our records show that you have started but have not completed the process to create your eRA Commons/ Internet Assisted Review (IAR) account. Please visit this web site to complete your account request as soon as possible using the following URL, which will expire on [date]:

https://public.era.nih.gov/amm/public/createProvAccount.era

(You may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen. To ensure your information is both accurate and complete, you will also be asked to verify the public information relating to your grant and committee service history that NIH has on file for you. Please refer to the following URL for more information on how to set up and maintain a Personal Profile in eRA Commons:

https://era.nih.gov/era-training/era-videos.htm#iarprofile.

After submitting your registration request, you should receive a notification about your account activation within one week; it will contain the URL for the eRA Commons web site. A temporary password will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.test.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on ‘Internet Assisted Review’ on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

Email Invitation for IAR Sent to Reviewers New to Commons *(Invitation to Recruitment Phase)*

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

Purpose of Email

This system-generated invitation to the eRA Commons/Internet Assisted Review (IAR) modules grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the Scientific Review Officer if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons/Internet Assisted Review (IAR) modules with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site as soon as possible, no later than [date] to create your account so that you can identify any conflicts of interest. The following URL will expire on [date]:

https://public.era.nih.gov/amm/public/provisionalAccounts/createProvisionalAccount.era

(If clicking on the link does not work, you may also copy and paste this address into the "Location" window of your browser, and press Enter. If the link is expired please contact me by phone or email listed in the signature line of this email.)

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete. Please refer to the following URL for more information on what to expect after receiving the IAR Invitation Email: https://era.nih.gov/era-training/era-videos.htm#invitation and how to set up and maintain a Personal Profile in eRA Commons at https://era.nih.gov/era-training/era-videos.htm#iarprofile.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

Users will be required to use login.gov when accessing IAR for review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings, your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm. To begin the process please visit the Commons homepage (https://public.era.nih.gov/commons/) and select the login.gov login option.

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Click on ‘Internet Assisted Review’ on the Commons main screen to view your list of meetings. Read and certify the "Confidentiality Statement" for the meeting listed above to gain access to the IAR Recruitment Phase for identifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552. You may also visit https://grants.nih.gov/support for additional methods of contact.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

Account Creation Approval Sent to Reviewers New to Commons

To: <Reviewer email>

Subject: eRA Commons: Your reviewer account, [COMMONS ID], has been activated

*** This is an automated notification - Please do not reply to this message. ***

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on objective review **MEETING IDENTIFIER** meeting, scheduled for **MEETING DATES**.

An eRA Commons account has been created for [COMMONS ID]. This account gives you access to the eRA Commons, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA Commons containing your temporary password.

Users will be required to use login.gov when accessing IAR for objective review meetings starting February 1st, 2021 and beyond. As you are enabled to meetings your IAR account will be transitioned to require the use of login.gov. You will need to create a login.gov account and you will need to associate your eRA Commons account with login.gov (one-time only). For instructions on using login.gov please see: https://era.nih.gov/register-accounts/access-era-modules-via-login-gov.htm

Note: Once you have transitioned to login.gov you will no longer be using your eRA Commons username and password.

Please open your Web browser and go to the eRA Commons URL http://public.era.nih.gov/commons/ (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar.

Note: The Meeting Administrator will provide additional information regarding the reimbursement process via email if you are being reimbursed for participating in the objective review of OT applications.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to http://grants.nih.gov/support for additional methods of contact. Please access Commons at http://public.era.nih.gov/commons/.

For more information please visit http://era.nih.gov/

A Current Commons Account Holder

Email Invitation For IAR Sent to reviewer with Existing Commons Account

To: <Account holder email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer,

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting], scheduled for [Dates of Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. Our records indicate that you have previously established an Internet Assisted Review user account.

Your user name is [Commons user name].

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]. (You can copy and paste this address into the “Location” window of your browser, and press Enter. If the url doesn’t work, make sure it is complete and hasn’t been broken over multiple lines. If the url spans more than one line, make sure you are entering all of it in the location window of your browser.) Follow the instructions on the screen to log in to eRA Commons. After successfully logging on, click on Internet Assisted Review on the Commons main menu bar. Please follow “Tips for Reviewers” <https://era.nih.gov/files/tips_processing_documents.doc> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information.

If you have questions or encounter problems accessing Internet Assisted Review, please contact me or call the NIH eRA Service Desk at 301-402-7469 or 866-504-9552.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Email Invitation for IAR Sent to Reviewer with Existing Commons Account (*Invitation to Recruitment Phase*)

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer:

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group [Name of Meeting].

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate COI in IAR: Log on to the eRA Commons IAR web site with your user name and password. Our records indicate that you have previously established an IAR user account.

Your user name is [Commons User Name]

Please open your Web browser and go to the eRA Commons URL [URL Listed Here]

Follow the instructions on the screen to log in to Commons. After successfully logging on, click on "Internet Assisted Review" on the Commons main screen to view your list of meetings. Read and certify the “Confidentiality Statement” for the meeting listed above to gain access to the IAR Recruitment Phase for indentifying COI.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer’s Name and Contact Information]

New to eRA Commons

Email Invitation for IAR Sent to Reviewer New to Commons

To: <Reviewer email>

Subject - eRA Commons: IAR Reviewer Invitation for meeting <Meeting Identifiers> <Meeting Title>

Dear Reviewer:

This is a system-generated invitation to the eRA Commons Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis Panel/Scientific Review Group [Name of Review Meeting] scheduled for [Dates for Review Meeting].

To submit your preliminary written reviews electronically, you will need to log on to the eRA Commons Internet Assisted Review (IAR) website with a user name and password. To establish that user name and password, we have set up a special URL (address on the Internet) that is unique to you.

Please visit this web site to create your account as soon as possible or no later than 2 weeks before your reviews are due. Open your Web browser and go to the URL [URL Listed Here] (You can copy and paste this address into the "Location" window of your browser, and press Enter. If the url doesn’t work, make sure it is complete and hasn’t been broken over multiple lines. If the url spans more than one line make sure you are entering all of it in the location window of your browser and that there are no spaces in the address). Follow the instructions on the screen to enter information about yourself.

You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or problems setting up your account, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Email Invitation for IAR Sent to Reviewers New to Commons *(Invitation to Recruitment Phase)*

Subject: eRA Commons: IAR Conflict of Interest Check

Dear Potential Reviewer,

Thank you very much for your consideration to participate as a reviewer on Special Emphasis Panel/Scientific Review Group **MEETING IDENTIFIER**.

Purpose of Email

This system-generated invitation to the eRA Commons Internet Assisted Review (IAR) web site grants you access to the Recruitment Phase of IAR for the purpose of:

- Viewing the list of applications, participating institutions and involved personnel.
- Indicating which applications, if any, you have or think you may have a conflict of interest (COI). The various types of COI you should consider are provided on the IAR website.
- Viewing application abstracts (if applicable)

After indicating potential COI in IAR, please contact the SRO if you have any questions or would like to discuss particular issues in more depth.

Identifying Potential Conflicts

To indicate any COI in IAR (and to access the full meeting at a later date): You will need to log on to the eRA Commons Internet Assisted Review (IAR) web site with a user name and password. To establish that user name and password, we have set up a special URL address that is unique to you.

Please visit this web site to create your account as soon as possible so that you can identify any conflicts of interest. Open your Web browser and go to the URL [URL Listed Here].

Follow the instructions on the screen to enter information about yourself. You will also be asked to verify the public information that NIH has on file to ensure your information is both accurate and complete.

After submitting your registration request, you should receive a notification about your account activation within 2-5 business days; it will contain the URL for the eRA Commons web site. At that time you will be able to access Internet Assisted Review with temporary password which will be sent to you in a separate email. Please note that you cannot use Internet Assisted Review until your account is active.

If you have questions or encounter problems accessing Internet Assisted Review, please call or email the NIH eRA Service Desk at 301-402-7469 or 866-504-9552 or email commons@od.nih.gov.

Thank you for your time and effort.

Sincerely,

[Scientific Review Officer's Name and Contact Information]

Account Creation Approval Sent to Reviewers New to Commons

To: <Reviewer email>

Subject eRA <System Name>: Your reviewer account, <USERNAME>, has been activated

Dear Reviewer:

This is a system-generated invitation to the eRA <System Name> Internet Assisted Review (IAR) website in connection with your participation on Special Emphasis

Panel/Scientific Review Group <insert meeting identifier> meeting, scheduled for <insert meeting begin/end dates>.

An eRA <System Name> account has been created for <USERNAME> with this User ID <User_ID>. This account gives you access to the eRA <System Name>, including Internet Assisted Review (IAR).

This is one of two emails you will receive that contains your login information. In accordance with our security policy, your username and password may not be sent in the same email.

Shortly, you will be receiving the second email from the eRA <System Name> containing your password.

Please open your Web browser and go to the eRA <System Name> URL <Login page> (You can copy and paste this address into the "Location" window of your browser, and press Enter). Follow the instructions on the screen to log in to eRA <System Name>. After successfully logging on, click on Internet Assisted Review on the <System Name> main menu bar. Please follow "Tips for Reviewers" <https://era.nih.gov/files/tips_processing_documents.doc> for submitting critiques.

Note: To process your reimbursement in a timely manner, please make sure that your banking information is complete. You can enter or update your personal banking information securely from eRA Commons. After you access eRA Commons (as described in the paragraph above) click on Personal Profile on the eRA Commons main menu bar. Then click Edit on the Reviewer Information section. On the Reviewer Payments subsection you will be provided with a link "Go to the Secure Payment Registration System" where you can verify and/or update your personal banking information.In the process of verifying your account, the eRA had the following comments:

<Comments (if any)>

Reviewer's Workflow

TIP: For instructions unique to Virtual Meetings (VM), see the information here.

The reviewer's workflow includes responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The possible tasks for a reviewer are as follows:

- Create an eRA Commons account to access IAR
- Access the IAR *List of Meetings* screen
- Electronically sign the *Confidentiality Agreement* and indicate Federal Lobbyist status
- Examine assigned applications to determine/disclose any conflicts of interest (COI) and check for appropriateness of assignment for expertise
- Electronically sign the *Pre-Meeting COI Certification*
- Access the application electronically
- Find review related materials, such as review guidelines, rosters, etc.
- Find post-submission materials
- Submit critiques and scores
- Read other reviewers' critiques
- View the *Preliminary Score Matrix*
- Submit final scores (usually during the review meeting)
- Edit critiques and scores
- Electronically sign the *Post-Meeting COI Certification*

IAR Meeting Phases

The process of reviewing applications is broken down into several meeting phases. The SRO* creates the phase dates in the IAR *Control Center* for each meeting. Before reviewers can see a meeting in IAR, the phases for the meeting must be set, the reviewer must have an active eRA Commons account, and the reviewer must be enabled for that meeting.

NOTE: All times are in Eastern Standard Time/ Eastern Daylight Time.

NOTE: Not all phases are used by every review meeting.
While some meeting phases are required (Submit Phase, Read Phase), others are optional (Recruitment Phase, Edit Phase) at the SRO's discretion. All possible meeting phases are discussed in the sections that follow.

NOTE: The Chair of a meeting is not granted any special privileges in IAR regarding access to critiques. During the Submit Phase, the Chair will only be able to view critiques for assigned applications. During the Read Phase, the Chair will be able to read all meeting critiques (unless blocked or in conflict). The *List of All Applications* defaults to show a reviewer's assignment list, but the reviewers can see the full meeting list of applications by clicking on the **List All Applications** link. If a Chair has no assignments, they will need to click on **List All Applications** link to view all meeting critiques.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Recruitment Phase

The SRO* responsible for conducting the review meeting is required to select and assign reviewers for each application in the meeting. These reviewers must not have any real or apparent conflicts of interest (COI) with the applications they are reviewing. A COI in scientific peer review exists when a reviewer has an interest in or an association with a person involved with a grant, a cooperative agreement application, or an R&D contract proposal that is likely to cause a bias within the evaluation. If a reviewer has a conflict of interest with an application, they may not participate in its review.

For this reason, the Recruitment Phase was created. In the Recruitment Phase, potential reviewers are given access to view a list of involved personnel for a meeting and to self-identify any Conflicts of Interest before being selected as reviewers in those meetings.

TIP: The NIH Conflict of Interest, Confidentiality, and Non Disclosure Rules can be accessed online at the following location: https://grants.nih.gov/grants/peer/COI_Information.pdf.
You may also review the Refer to *Certifying Conflicts of Interest* on page 326 topic in this online guide.

The Recruitment Phase is an optional phase enabled at the discretion of the SRO, usually ending with the start of the meeting or selection of a reviewer for the *Submit Phase*. The SRO invites the potential reviewers to participate in the Recruitment Phase, and when enabled for it, the reviewers are notified via an email invitation. In this phase, potential reviewers self-identify any COIs before being selected as reviewers and being given access to applications in the meeting.

When a potential reviewer is enabled by an SRO to participate in the Recruitment Phase of a meeting, the reviewer is notified of this invitation by email. The email sent to a reviewer differs depending on the status of the reviewer's eRA Commons account.

Recruitment Phase Workflow Summary:

- Respond to the email invitation from SRO
- Create an eRA Commons account to access IAR (This is a one-time function. Do not create a new account if you already have an existing account.)
- Access the IAR *List of Meetings* screen
- Electronically sign the *Confidentiality Agreement* and indicate Federal Lobbyist status
- Electronically sign the *Employment Certification* on page 62to indicate your employment status with the federal government

- Examine assigned applications to determine/disclose any conflicts of interest (COI) and determine if the assignments are appropriate for your expertise
- Electronically sign the *Pre-Meeting COI Certification*
- Access the applications electronically
- Refer to the Reviewer's Workflow for subsequent steps performed in other phases of the meeting

A separate detailed document has been created to describe the steps taken by a reviewer participating in the Recruitment phase. Please refer to the *Recruitment Phase* in the IAR Reviewers User Guide posted online at https://www.era.nih.gov/files/IAR_user-guide.pdf for more information.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Submit Phase

During the Submit Phase, reviewers submit critiques and preliminary scores for their assigned applications. Reviewers can only view critiques and scores that they have submitted and cannot yet read the critiques of other reviewers; however, they may submit critiques for unassigned applications if permitted by the SRO*. Access to the critiques of other Reviewers is restricted during this phase to ensure that Reviewers begin the process with independently developed opinions. These actions are taken using the *List of All Applications* screen in IAR, which is discussed later in this document.

The Critique Due Date determines the end of the Submit Phase and is typically a few days to a week before the actual meeting date.

NOTE: The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase. When the VA Meeting Chairperson navigates to the *List of Applications* screens, the system shows a **Download Zip of All Critiques (PDF)** link, even while the meeting is in the Submit Phase. Clicking the link downloads all the critiques that have been submitted at that time. However, critiques of applications identified by the SRO that are in conflict with the chairperson are omitted from the downloaded PDF.

NOTE: Mail Reviewers can only see their assigned applications regardless of SRO settings.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Read Phase

During the Read Phase of a meeting, reviewers who have already submitted critiques for their assigned applications can view the critiques and scores of other reviewers. Reviewers may submit late critiques if they had not done so in the Submit Phase; however, Reviewers cannot modify or resubmit critiques or preliminary scores already submitted during the Read Phase.

Not all Reviewers can view all critiques, for example, Mail Reviewers may only view assigned applications. Reviewers may be blocked by SROs* from reviewing others' critiques if their own have not been submitted. Reviewers are also excluded from viewing critiques of applications with which they are in conflict. Refer to *Viewing Critiques* on page 105 for more information.

The Read Phase of the meeting begins immediately at the end of the Submit Phase and ends when the SRO designates, which usually is at the time the actual meeting ends.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Edit Phase

The Edit Phase is an optional phase enabled at the discretion of the SRO*. During the Edit Phase, reviewers can submit updated critiques for their assigned applications and read critiques posted by themselves and others. Additionally, reviewers can submit critiques for unassigned applications if permitted by the SRO*. As with the other phases, reviewers cannot submit critiques or view critiques if in conflict with the application.

NOTE: Preliminary score submission is not permitted in the Edit Phase after the actual meeting is held (start date of the actual meeting has passed). Criteria scores can be modified in this phase.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Meetings Screen

The *List of Meetings* screen in IAR is the first screen that reviewers see once they have accessed IAR. This screen is the starting point from which IAR related meeting information is obtained. Depending on the specific phase of a meeting or status of a reviewer, various links appear in *List of Meetings* for performing the necessary functions.

When a reviewer accesses IAR, the system searches meetings for which the reviewer is enabled, and the meeting phase is active. These meetings display in the *List of Meetings*. If a reviewer is enabled for special types of meetings, these meetings display in a separate table of meetings, above the regular meetings.

IAR also checks to see if the reviewer has signed the electronic *Confidentiality Statement*. Meeting information cannot be displayed to a reviewer until the *Confidentiality Statement* is signed. If not signed, the *List of Meetings* displays only the meeting name and the **Confidentiality Statement** link under the three-dot ellipses icon. The steps for completing the [*Confidentiality Statement*]() are discussed in further detail later in this chapter.

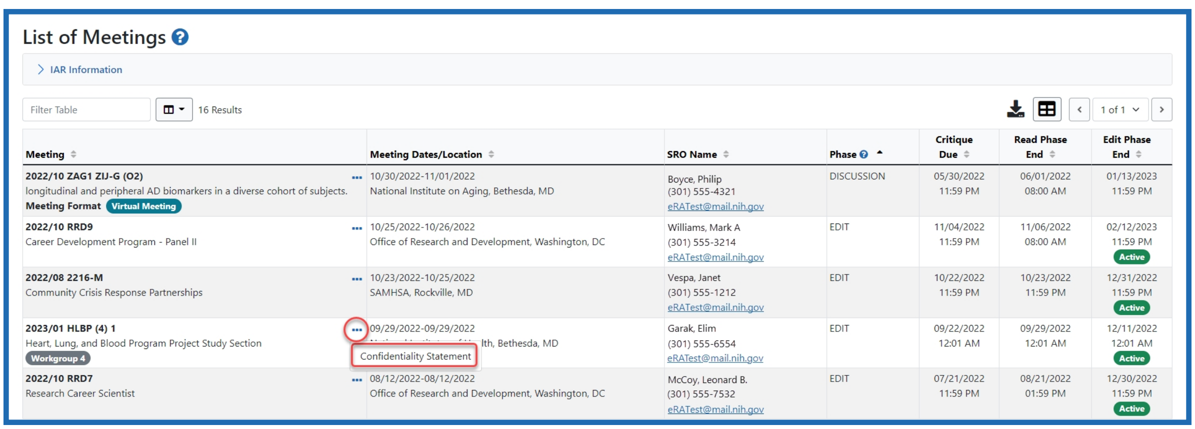


Figure 15: List of Meetings screen

Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.

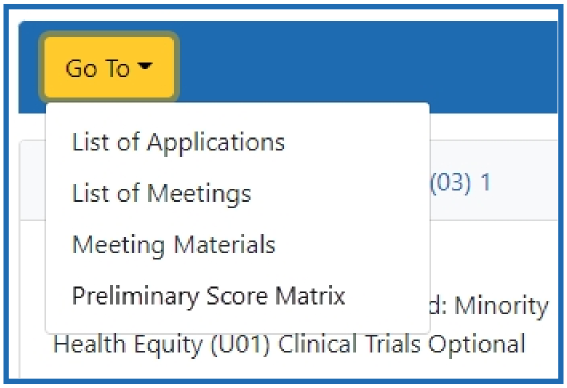


Figure 16: Global navigation menu

Accessing the List of Meetings Screen

To access the *List of Meetings*:

1. Log into eRA Commons and select the **Internet Assisted Review** tab.

   The *List of Meetings* screen displays any meetings having an active phase and for which the reviewer is enabled. The details of the meeting, such as location and time, are also displayed. Action links are found by clicking the three-dot ellipses icon in the **Meeting** column, depending on the current status of the reviewer and/or meeting (for example, whether the reviewer has signed the *Pre-Meeting COI Certification*, the current active meeting phase, type of meeting). These links are used for accessing additional meeting information.

2. *First time accessing the meeting only*: Select the **Pre-Meeting COI Certification** linkunder the three-dot ellipses icon to sign the *Pre-Meeting COI Certification* for the meeting. This certificate must be signed once for every meeting accessed by a reviewer. (The Post-Meeting link will be signed when all meeting duties are complete.)

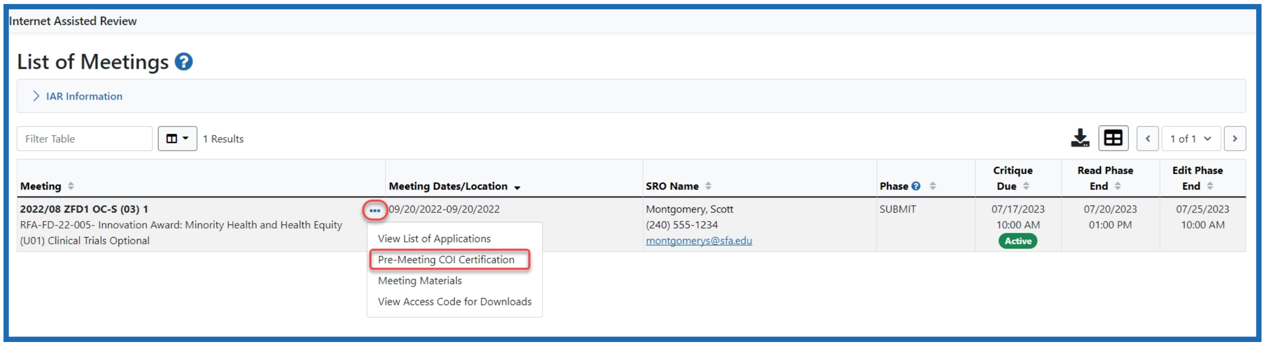


Figure 17: Action links under the three-dot ellipses icon on List of Meetings screen

3. *For Recruitment Phase meetings only*: Select the **Check Conflicts** from the three-dot ellipses icon to indicate applications for which a conflict of interest exists. The **Check Conflicts** link displays only for meetings with an enabled Recruitment Phase.

The *List of Meetings* screen is displayed as a table of information. The columns are as follows:

Meeting

Displays meeting information such as meeting identifier and title. If the meeting is not in-person, the words **(Virtual Meeting)** or **(Teleconference)** appear after the meeting title. If the meeting uses the Online Critiques screen for entering critiques rather than Microsoft Word-based template files, the circled phrase **Online Critique** appears after the meeting title.

Actions accessed via the three-dot ellipses icon

Displays phase-appropriate links from which a reviewer can access all information and screens necessary for completing the review assignments in IAR. Not all links are displayed or available at all times or for all reviewers and vary depending on the active meeting phase and meeting type. The possible links are listed below, but are explained in detail throughout this user guide.

- [Confidentiality Statement]
- [Employment Certification]
- [Check Conflicts]

- View List of Applications
- Preliminary Score Matrix
- SRG Minutes/Budget Form
- Pre-Meeting COI Certification
- Post-Meeting COI Certification
- Meeting Materials
- View Password for Materials

Meeting Dates/Location

Displays the actual meeting dates as well as the location (hotel, city, state) of the review meeting.

SRO Name*

Displays the name, phone number, and email address of the SRO. The SRO's email address is displayed as a hyperlink and can be selected to open your default email provider and send an email to the SRO.

Phase

This is the current IAR phase for the meeting (e.g., Recruitment, Submit, Read, Edit).

Critique Due

Displays the date and time at which critiques are due. This date also represents the end of the Submit Phase of the meeting.

Read Phase End

Displays the date and time at which the Read Phase ends.

Edit Phase End

Displays the date and time at which the Edit Phase ends.

For special activity codes review, the following columns may be displayed instead of the ones listed above:

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice NOT-OD-23-156.

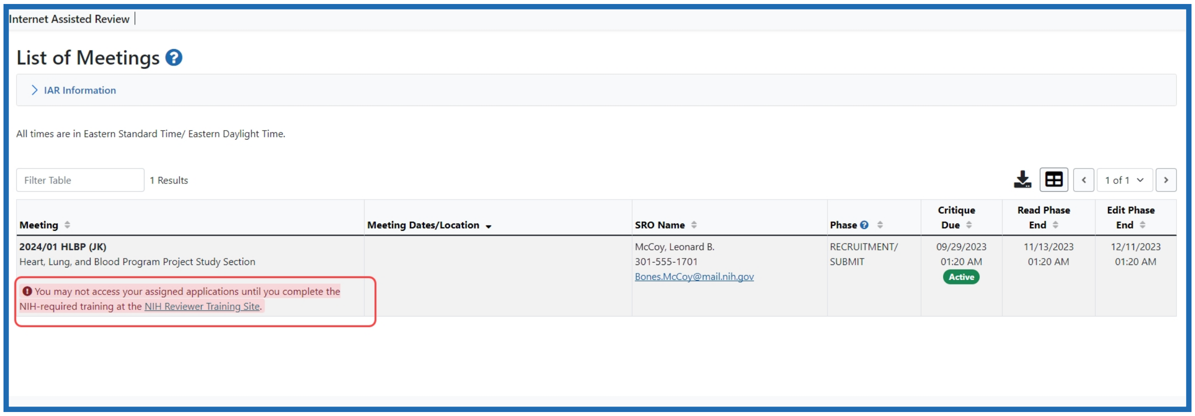
Each of the two modules is approximately 30 minutes in length, and when completed, the training status is updated automatically in real time.

- “Review Integrity” module — raises awareness of actions that breach review integrity and provides tools to prevent and report them.
- “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

If a reviewer has not complete the training prior to being added to a roster, they receive a system-generated email from nihreviewertraining@csr.nih.gov with a customized link to the c.

If a reviewer has not completed the training and they are invited to the Recruitment or Submit Phase in IAR, the email with the link to the NIH Reviewer Training website comes from either IAR or Peer Review, depending where the invitation was initiated.

If a reviewer has not completed the training and they log into IAR to access their list of assigned applications, they are presented with a message on the *List of Meetings* screen after certifying their Confidentiality Agreement.



List of Meetings screen showing the message that Reviewer training is required

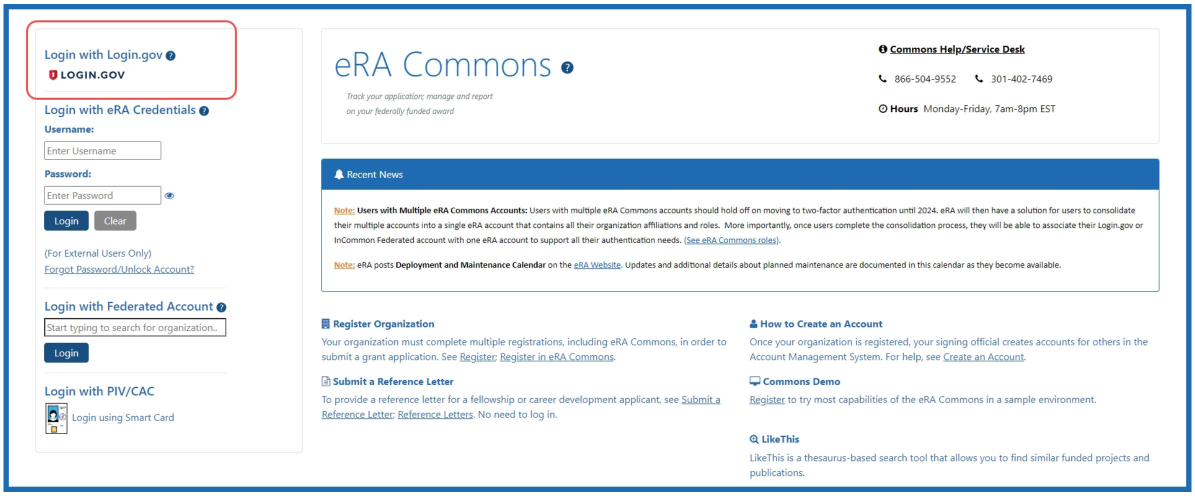
Steps to Take Before Accessing the NIH Reviewer Training Website

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

Reviewers need 2 sets of credentials (username and password) to use Login.gov to access eRA Commons, and thus IAR:

- one for Login.gov and
- the other for their eRA Commons account.

Reviewers begin the process on the *eRA Commons login* screen, by clicking on the Login.gov logo on the upper left-hand side of the screen.



eRA Commons (IAR) login screen showing the Login.gov link

Reviewers provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH Reviewer Training website.

NOTE: Scientific review officers (SROs) track if reviewers have completed the training by going to the *Control Center* screen in IAR or the *Recruitment Control Center* screen in Peer Review. A new column labeled 'Training Completed' displays 'Yes' if reviewers have taken the training and 'No' if they have not. A 'No' allows a reviewer to complete the Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

This topic will be the steps, while the preceding topic will be the description paragraph. The heading of this topic is conditioned for Screen Only

Confidentiality Agreement

DOC users - click here.

SAMHSA users - click here.

For each meeting for which a reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has been electronically signed. The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Confidentiality**

Statement link under the three-dot ellipses icon on *List of Meetings*. This link opens the *Confidentiality Agreement.*

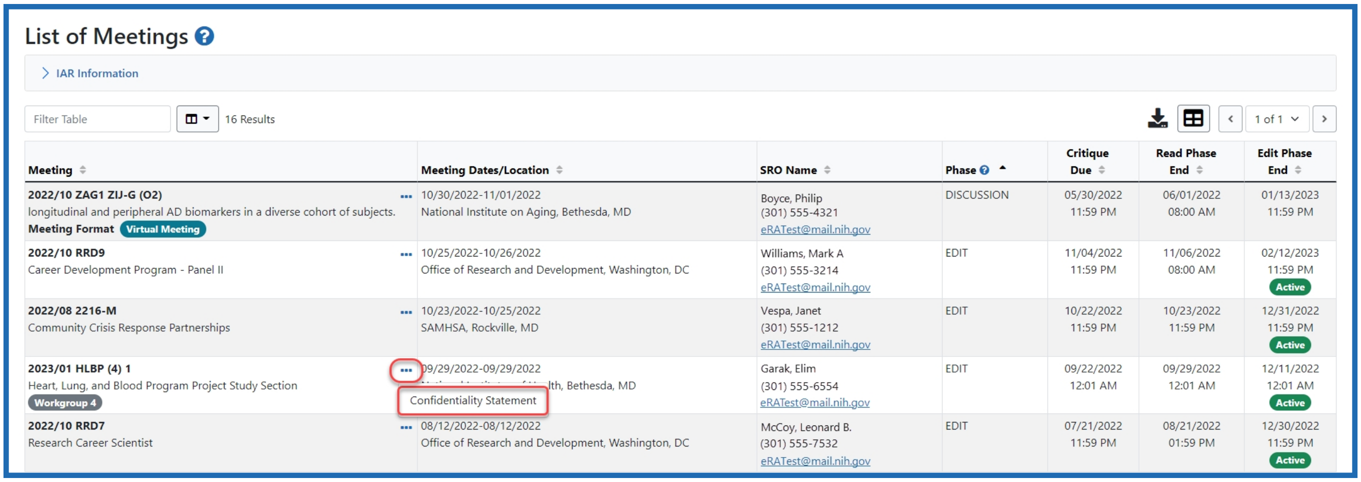


Figure 18: Confidentiality Statement Link on the List of Meetings

NOTE: The **Confidentiality Statement** links only displays if the reviewer has not signed the agreement for the meeting. The links are removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process and prompts reviewers to provide a status before electronically signing the agreement and gaining access to the meeting.

Follow the appropriate steps as indicated in the sections that follow.

Reviewer is Not a Federally Registered Lobbyist

To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Non Disclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am NOT a federally registered lobbyist.**

3. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.

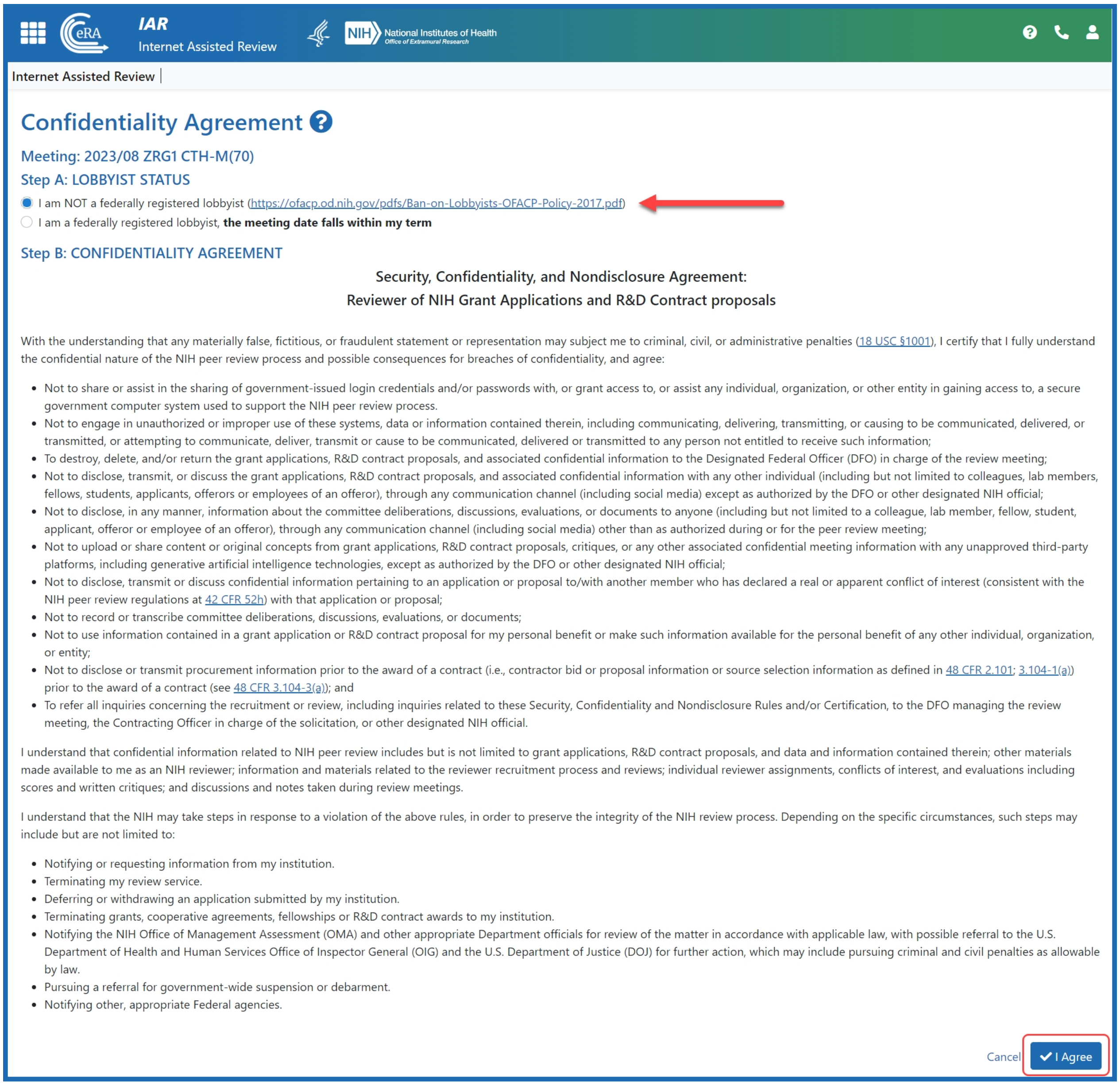


Figure 19: Confidentiality Agreement - Not a Lobbyist

Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the **Action** column of the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *NIH Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**
3. Click the **I agree** button at the bottom of the screen.

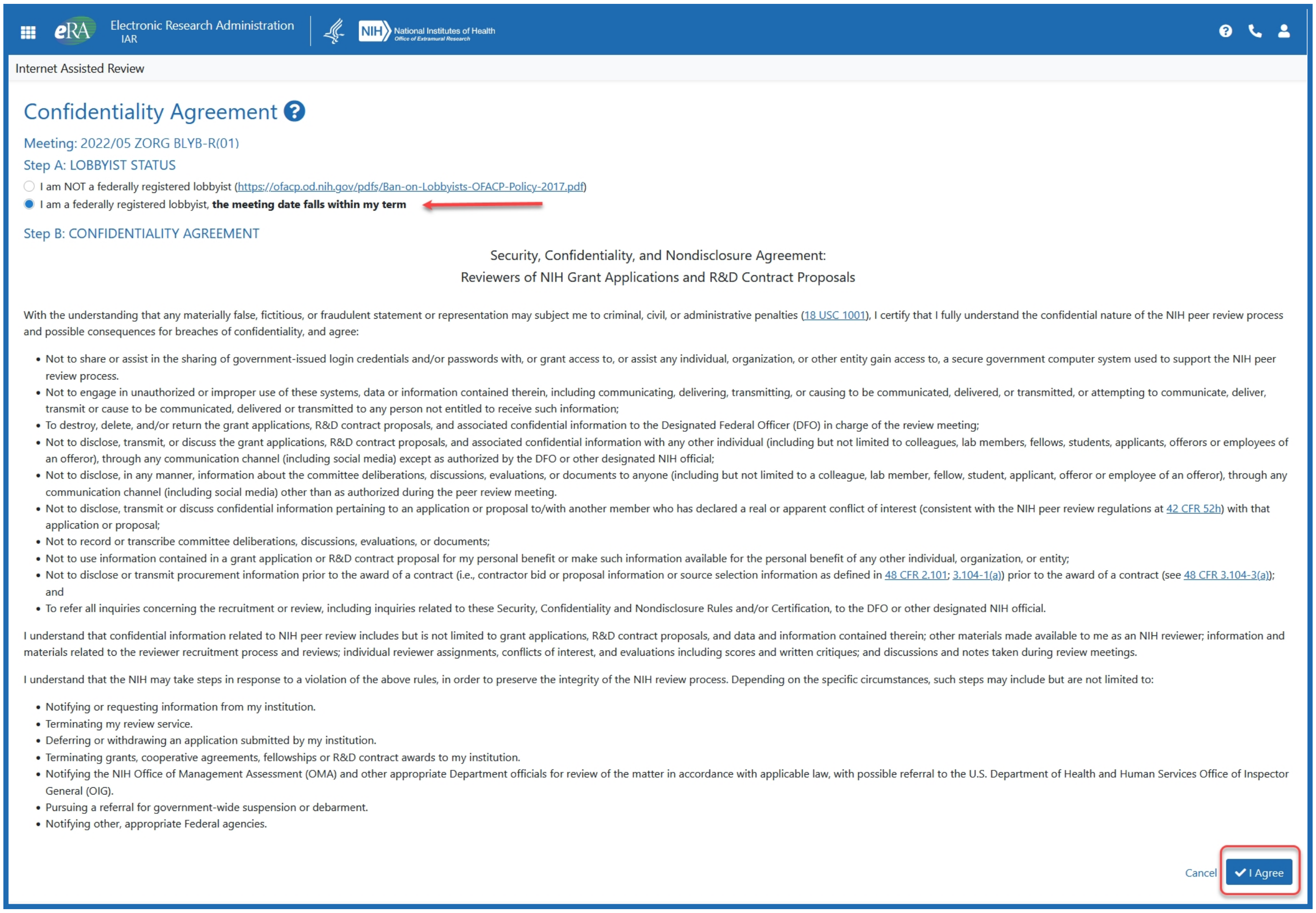


Figure 20: Confidentiality Agreement screen with the radio button for "I am a lobbyist" is selected.

The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

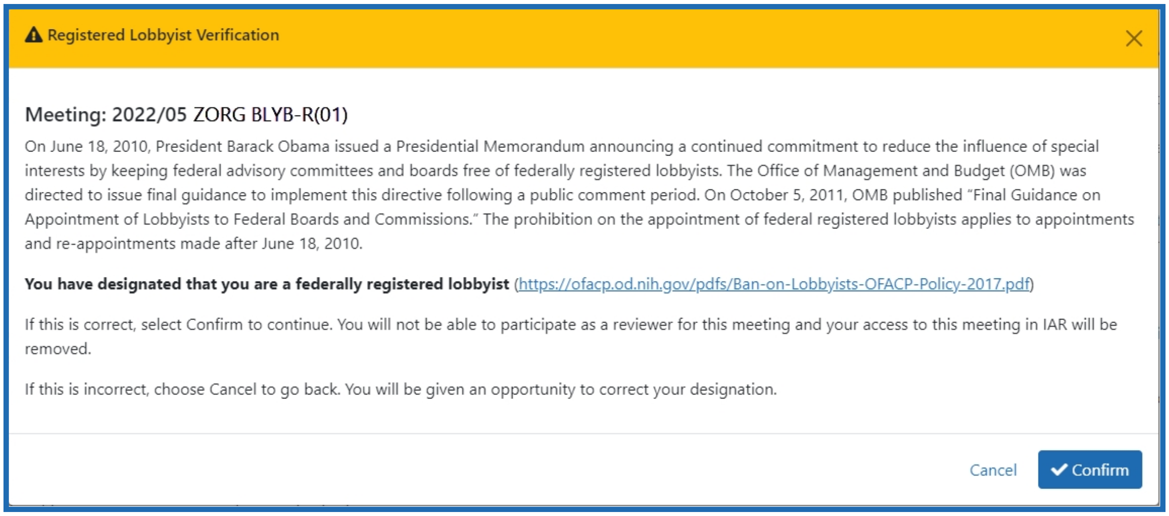


Figure 21: Registered Lobbyist Verification Screen

NOTE: Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the eRA Service Desk for assistance.

4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to *Reviewer is Not a Federally Registered Lobbyist* on page 57 to continue.

5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/Continue** button.

   The *List of Meetings* screen returns, displaying Access Denied: Federally Registered Lobbyist in the **Meeting** column. The SRO* receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the SRO directly in this situation.

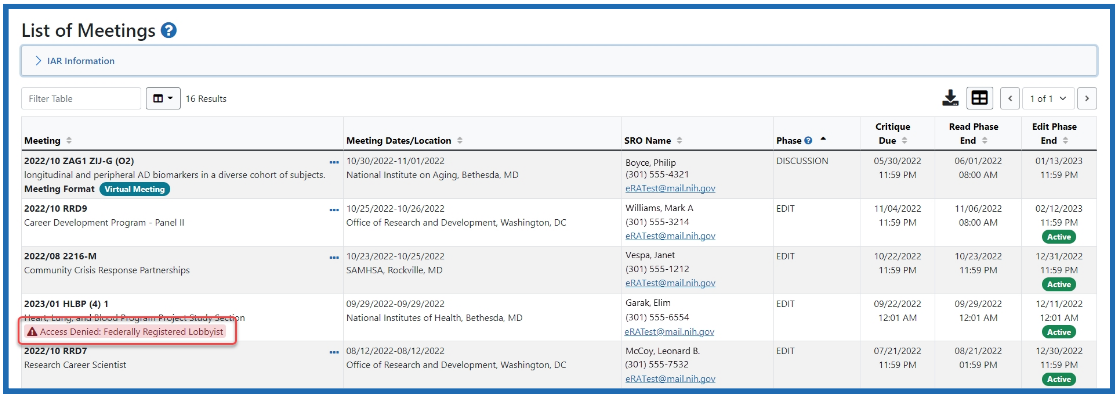


Figure 22: Access Denied Due to Lobbyist Status

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Employment Certification

After agreeing to the Confidentiality Statement, you complete the *Employment Certification* form. The form accommodates the Federal Advisory Committee Act (FACA) policy involving federal employees as reviewers.

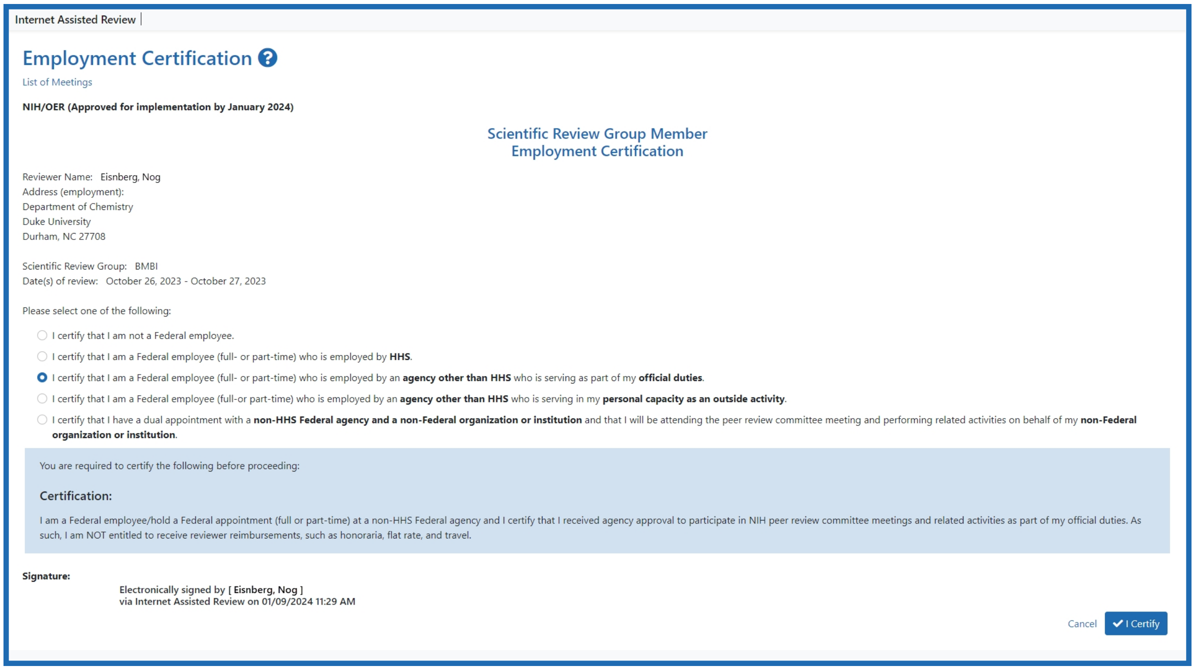


Figure 23: Employee Certification Screen

Reviewers click on one of the 5 radio buttons to specify in what capacity they are serving as reviewers. The options and the specific certification language are presented here:

- **I certify that I am not a Federal employee.**
  - Certification language: *None*
- **I certify that I am Federal employee (full- or part-time) who is employed by HHS.**
  - Certification language: *I am a Federal employee/hold a Federal appointment (full- or part-time) with HHS or an HHS component and I certify that I have received approval from my supervisor to participate in NIH peer review committee meetings and related activities as part of my official duties.*

- **I certify that I am Federal employee (full- or part-time) who is employed by an agency other than HHS who is serving as part of my official duties.**
    - Certification language: *I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I received agency approval to participate in NIH peer review committee meetings and related activities as part of my official duties. As such, I am NOT entitled to receive reviewer reimbursements, such as honoraria, flat rate, and travel.*
- **I certify that I am Federal employee (full- or part-time) who is employed by an agency other than HHS who is serving as part of my personal capacity as an outside activity.**
    - Certification language: *I am a Federal employee/hold a Federal appointment (full or part-time) at a non-HHS Federal agency and I certify that I will not be engaging in peer review committee meetings and related activities as part of my official Federal duties, but rather in my personal capacity as an outside activity. I understand that I must comply with the requirements of my employing agency regarding outside activities, and I will not attend peer review committee meetings or perform related activities while on official duty time or using the resources of my employing agency, except to the extent allowable under the agency's de minimis use policy, if applicable. As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel.*
- **I certify that I have a dual appointment with a non-HHS Federal agency and a non-Federal organization or institution and that I will attending the peer review committee meeting and performing related activities on behalf of my non-Federal organization or institution.**
    - Certification language: *I am an individual who has a dual appointment (Federal employee & non-Federal organization or institution) and I certify that I will be attending peer review committee meetings and performing related activities on behalf of my non-Federal organization or institution (duties to be performed will NOT be under my Federal responsibilities and I will NOT use*

federal time or resources). As such, I am entitled to receive non-Federal reviewer reimbursement which includes honoraria, flat rate, and travel.

Non-HHS federal staff can:

- Serve as reviewers in their official capacity if approved by their agency
- If not approved by their agency, serve as reviewers as a 'personal' or 'outside' activity
- If they have a dual appointment with a non-federal institution, serve as reviewers from their institution

HHS federal staff may:

- serve as reviewers if approved by supervisor(s) (previously they could not).

Certifying the Employment Form

Once you agree to the Confidentiality Statement in IAR, the system will open the *Employment Certification* form. If you are unable to complete the form at that time, next time you log into IAR, click the three-dot ellipsis icon to open the action menu and select **Employment Certification**.

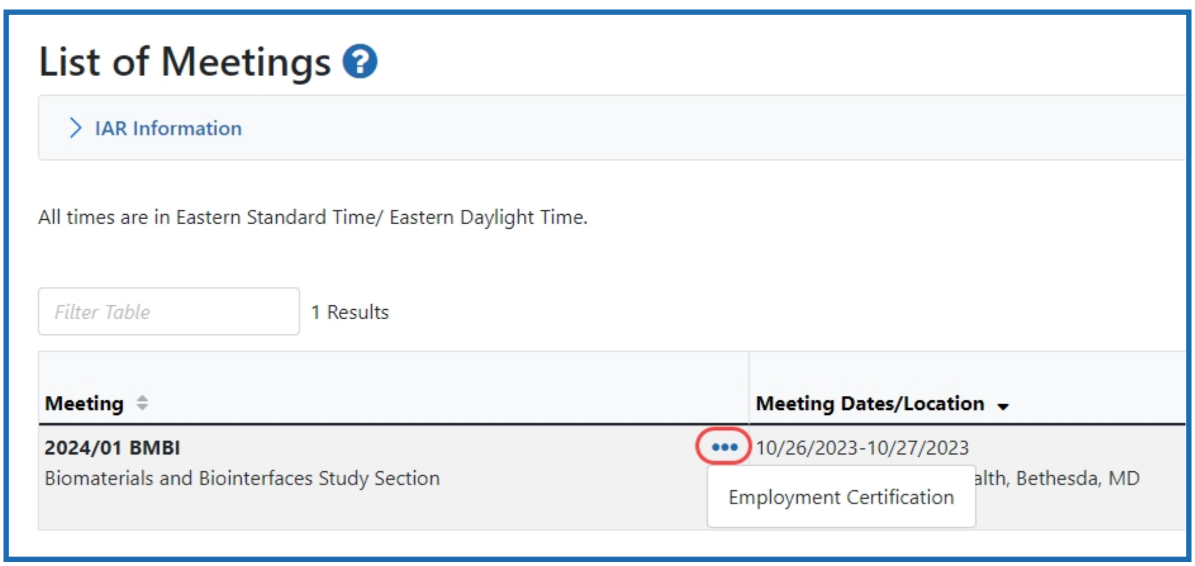


Figure 24: Three-dot ellipsis icon showing the Employment Certification link

When the form opens, select one of the five options that specifies in what capacity you are serving as a reviewer.

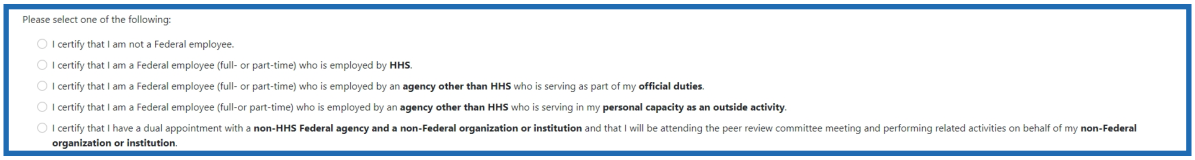


Figure 25: Employment Certification radio buttons

Depending on the option selected, a blue text box appears. Read the text and click the **I Certify** button when done.

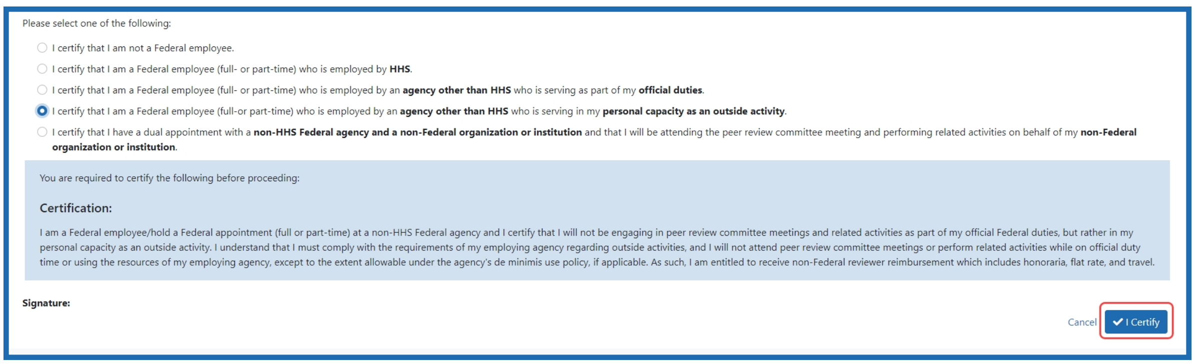


*Figure 26: Employment Certification show blue text box and the **I Certifiy** button*

NOTE: If your circumstances change after the initial certification, you can return to the *List of Meetings* screen and from the three-dot ellipsis icon, select the **Employment Certification** link to update your status.

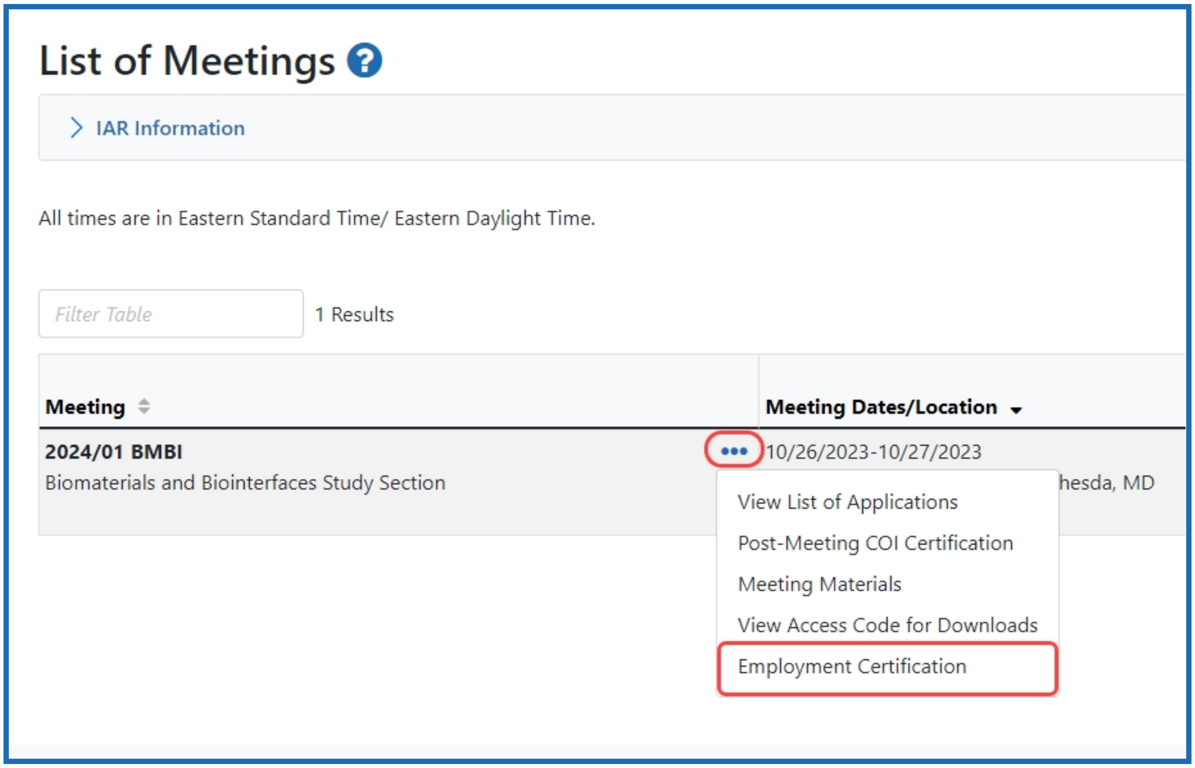
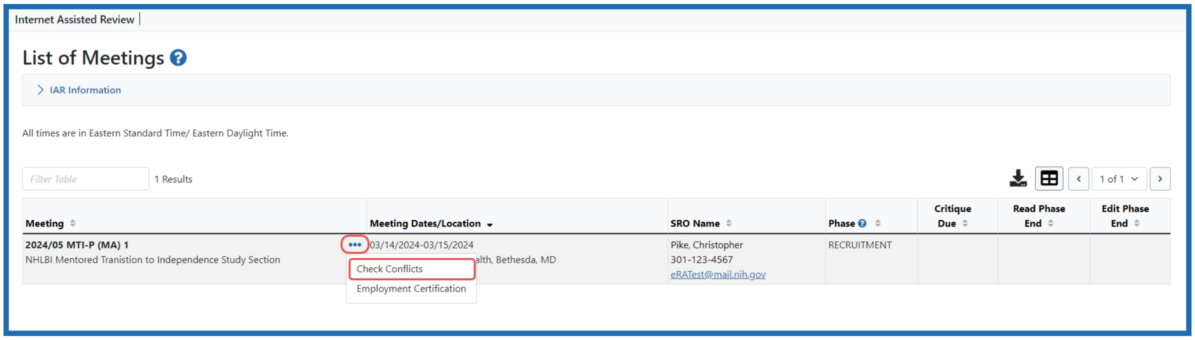


Figure 27: List of Meetings screen showing the options, including Employment Certification, under the three-dot ellipsis icon

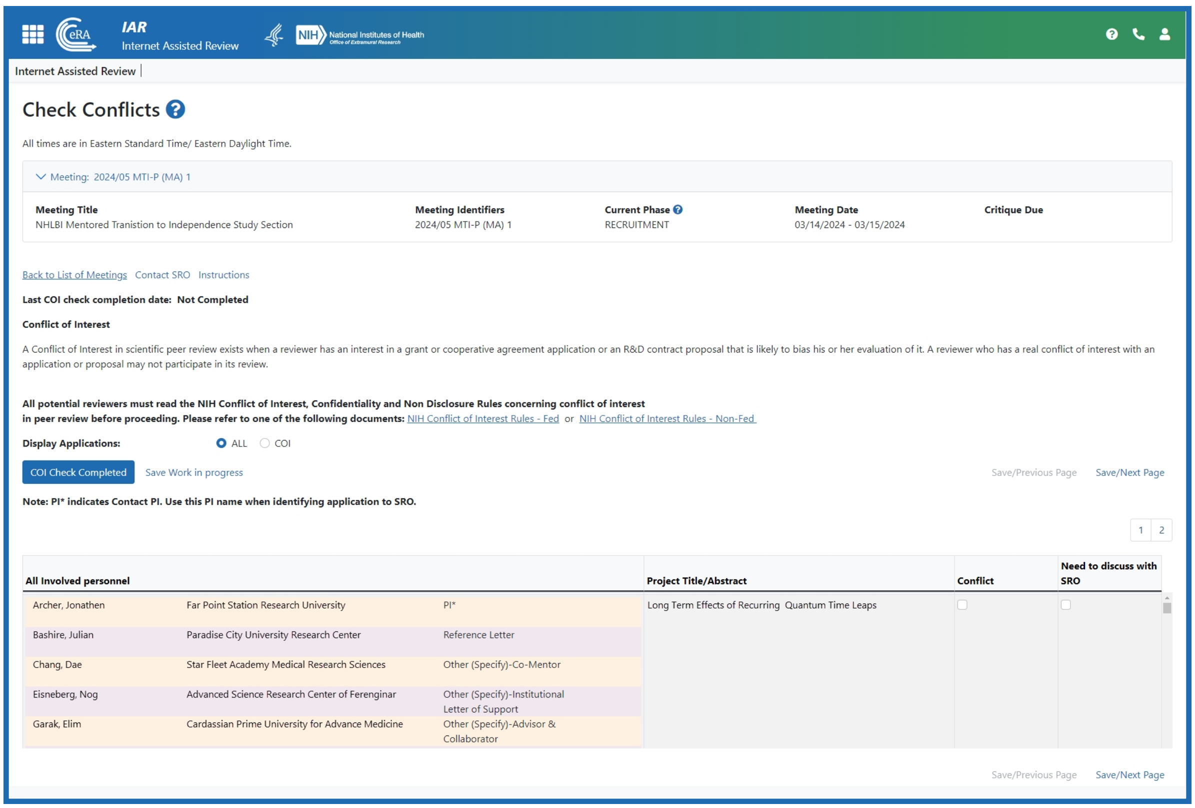
Conflicts of Interest

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://www.grants.nih.gov/grants/peer/peer_coi.htm.

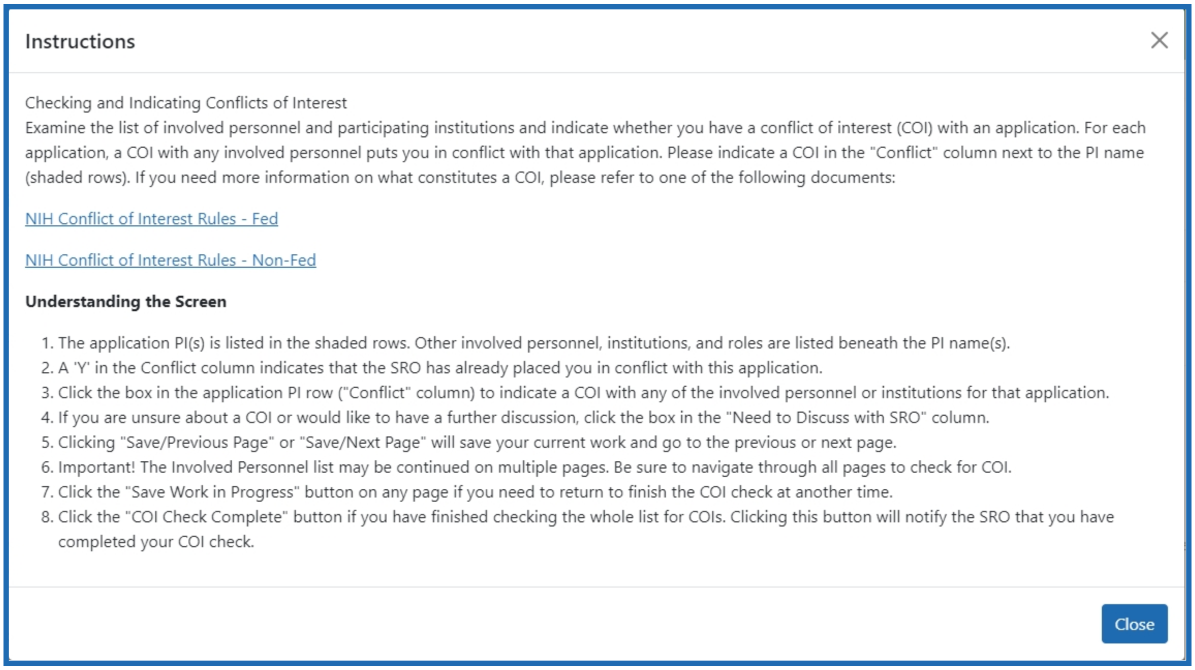
Reviewers should report to the SRO* any conflicts of interest they might have with any of the applications in the meeting. If the meeting has a Recruitment Phase, conflicts can be identified and recorded by selecting the **Check Conflicts** link from the three-dot ellipsis icon on the *List of Meetings*. This link is only available if Recruitment Phase has been enabled for the meeting.



The Check Conflicts screen opens providing the reviewer the opportunity to review the involved personnel for each application.

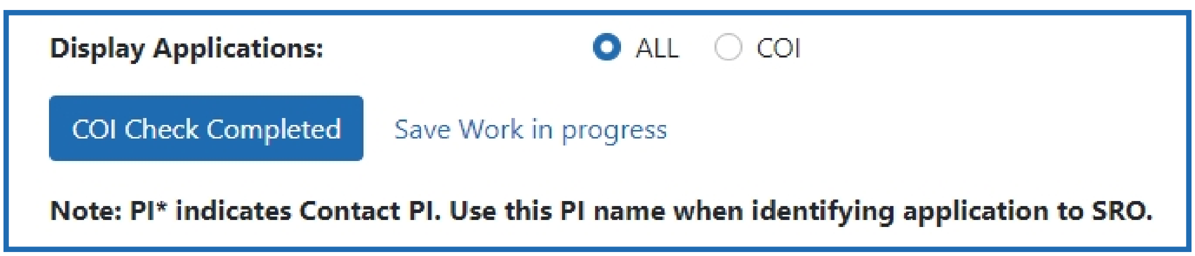


The Check Conflicts screen has links to contact the SRO, instructions for completing the check, and conflict of interest rules for Feds and Non-Fed.



Reviewers read through the list of the applications, reviewing the involved personnel and the institutions to which they belong. If a conflict is found for the application, the check-box in the **Conflict** column is checked. If the reviewer is unsure if a conflict exists, the **Need to Discuss with SRO** checkbox in the corresponding column is checked.

Depending on the number of applications to review, there is the option to click the **Save Work in progress** link so the reviewer can come back at a later time and finish reviewing the applications. Once all the applications have been reviewed, click the **COI Check Completed** button.



Once the check is complete, any conflicts that were identified appear on the Conflicts Report for the SRO.

Reviewers not participating in Recruitment Phase must report any COIs to the SRO. For phases other than Recruitment, follow the steps below.

1. From the *List of Meetings* screen, select the View List of Applications from the three-dot ellipses icon.

   The *List of My Assigned Applications* screen displays. By default, the "**Show only Assigned Applications**" toggle switch is set to on so that only assigned applications are shown.

2. Click the "**Show only Assigned Applications**" toggle switch to show all the applications for the meeting. This is important for determining if COIs exist for any other applications.

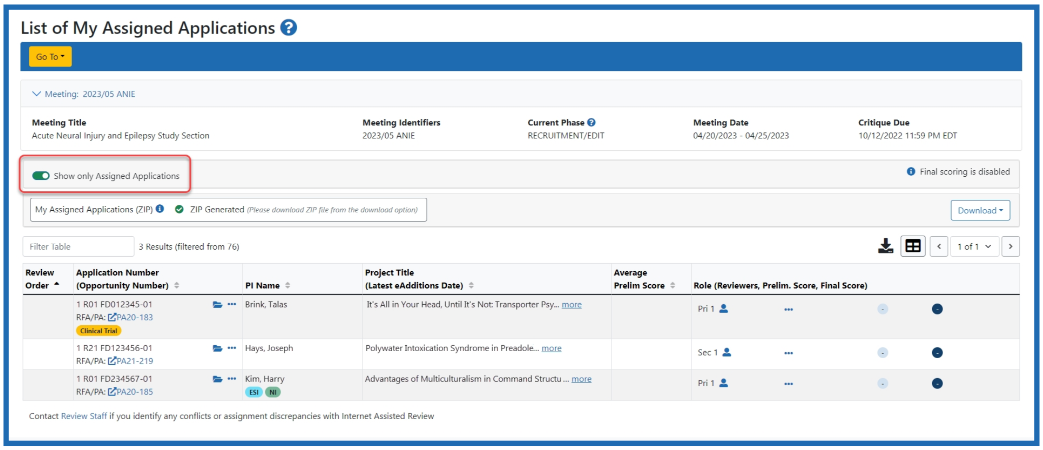


Figure 28: Viewing My Assigned Applications in the Meeting showing the toggle switch "Show only Assigned Applications"

3. Examine the applications:

   a. Click the folder icon to open the *Grant Folder* for the application.

   b. From within *Grant Folder*, select the **e-Application** link to access the application.

   c. Look over the names of PIs and all Senior/Key personnel to identify any conflict.

   d. Repeat this process for all applications in the meeting.

   e. Notify your SRO of any conflicts identified.

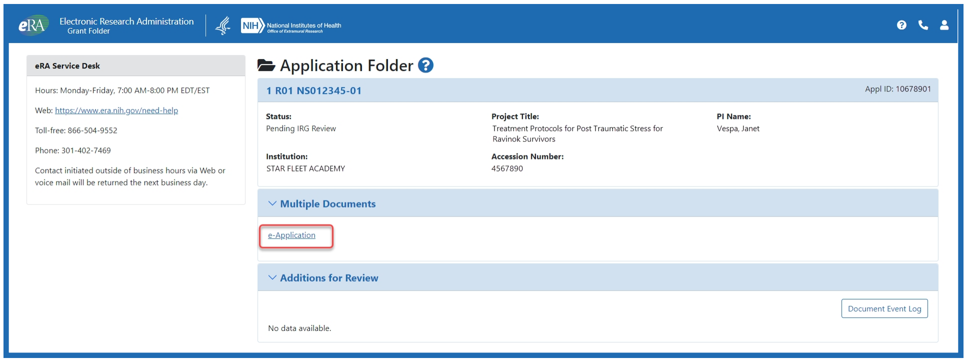


Figure 29: Grant Folder e-Application Link

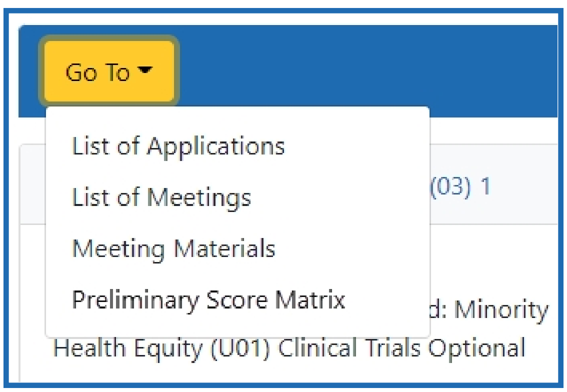
TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications Screen

The *List of Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRO*. Available information also varies depending on the reviewer type and a reviewer's conflicts of interest.

Global Navigation

Use the **Go To** menu, which has role-based links to other screens, to navigate to other screens. It displays on these screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*.

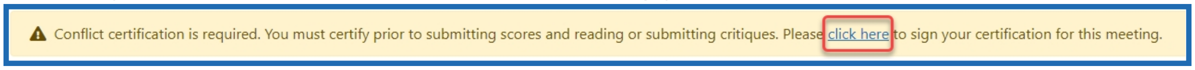


TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

may want to split this into general information followed by Accessing the List of All Applications screen for the online help only - similar to List of Meetings

Accessing the List of My Assigned Applications

Before accessing applications, you must sign the confidentiality agreement (refer to the topic titled Confidentiality Agreement) and certify the Pre-Meeting *Conflict of Interest* form. If you do not, an alert appears reminding you to perform these actions.



To view the *List of My Assigned Applications* screen:

1. Log into eRA Commons and click Internet Assisted Review button on the landing page.

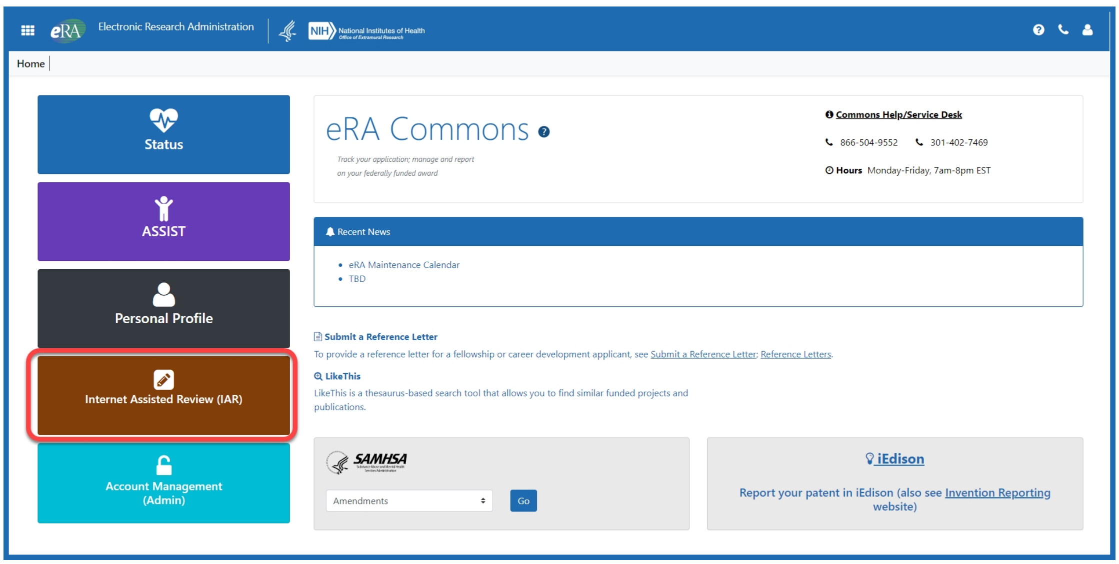


Figure 30: eRA Commons landing page showing the IAR button

You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the drop-down menu.

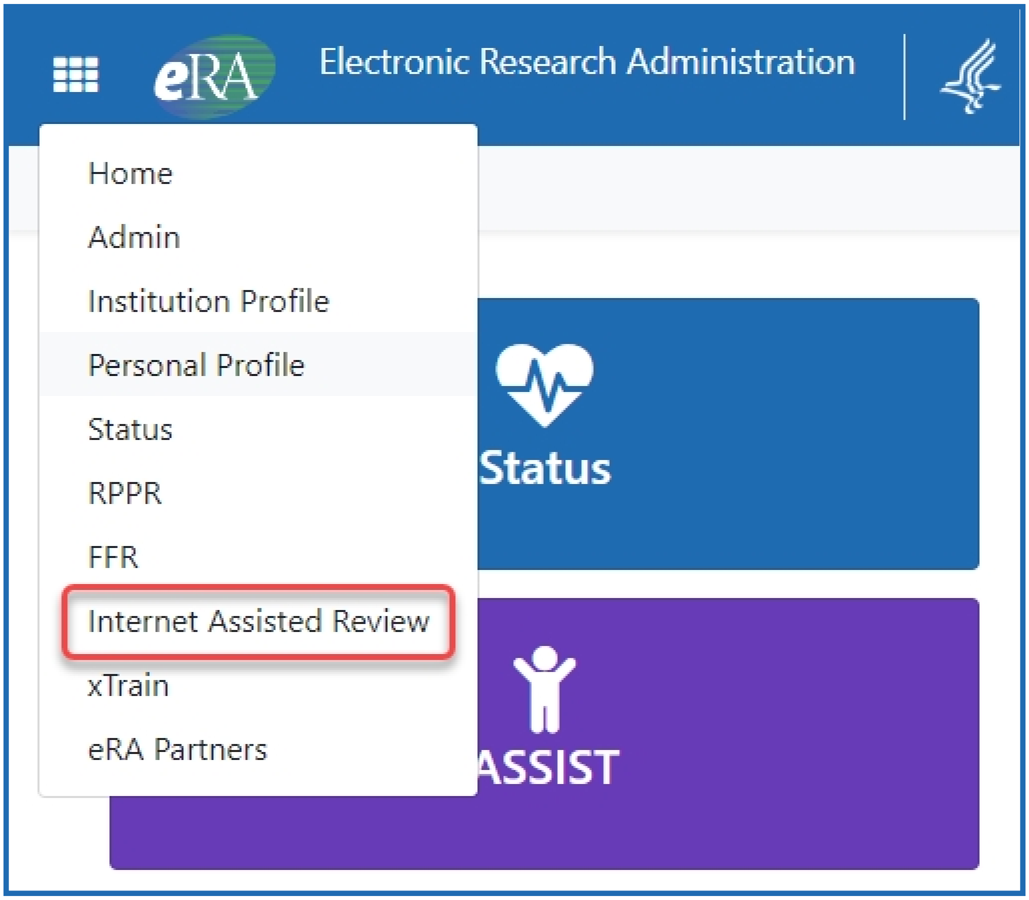


Figure 31: c

2. The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed by clicking on the three-dot ellipses icon. Click the **View List of Applications** link.

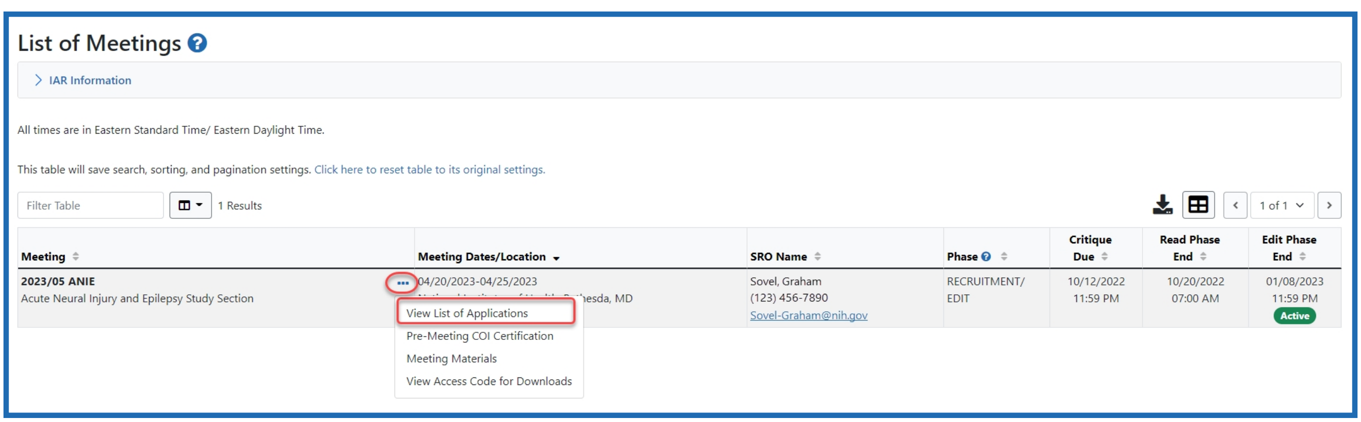
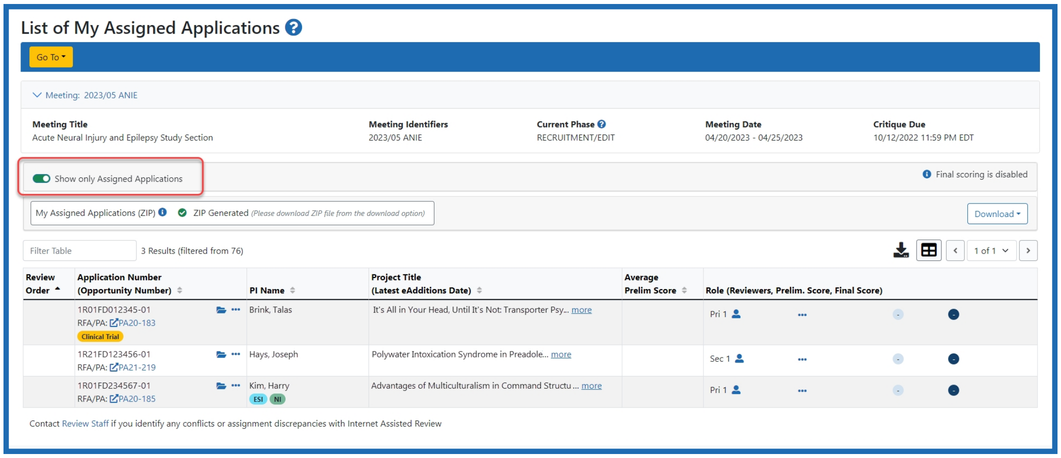


Figure 32: View List of Applications link on List of Meetings screen

3. By default, the *List of My Assigned Applications* screen is displayed. In later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques.



To view all applications in the meeting, click the "Show only Assigned Applications" switch to the off position.

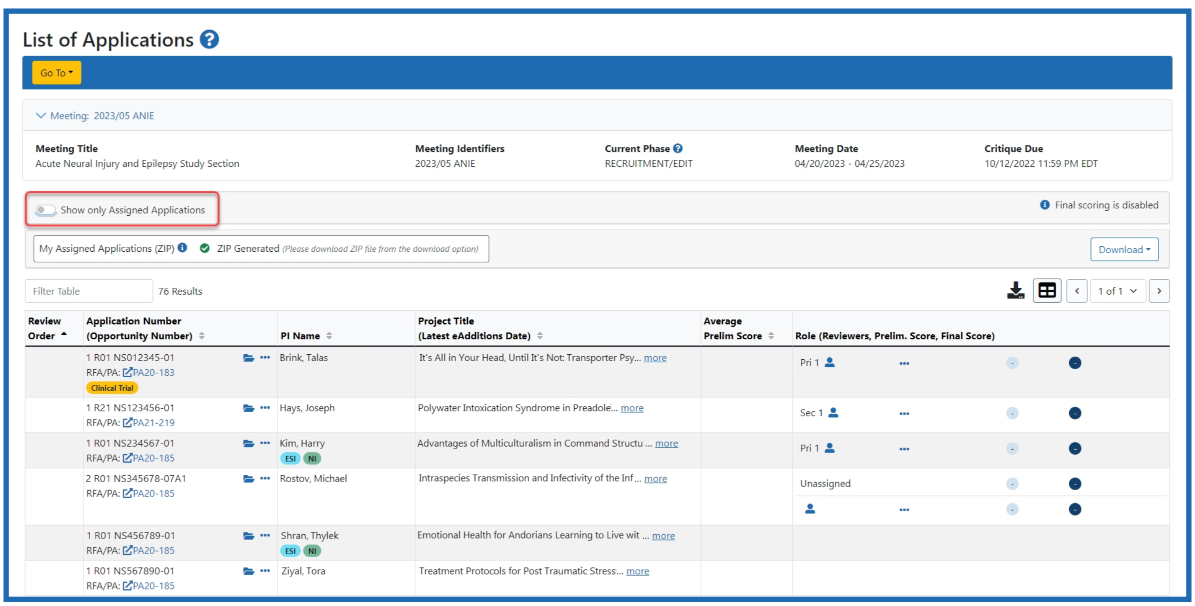


Figure 33: List of Applications screen with Show only Assigned Applications toggled off

Required Review Integrity and Bias Awareness Training

Reviewers are required to complete two training modules prior to accessing their assigned applications in IAR. This requirement is effective in early 2024 and beyond. Reviewers who have not completed these trainings cannot access their applications for the early 2024 meetings. See NIH Guide Notice NOT-OD-23-156.

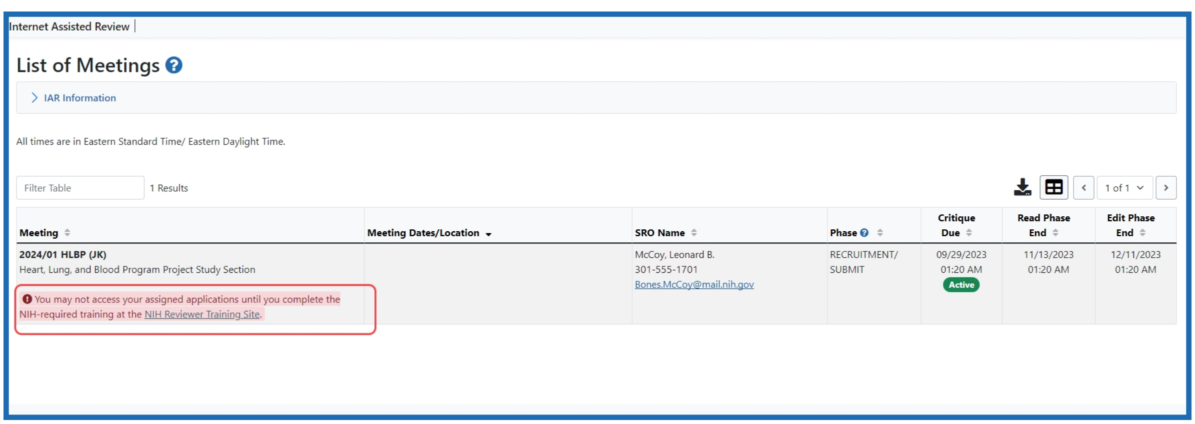
Each of the two modules is approximately 30 minutes in length, and when completed, the training status is updated automatically in real time.

- “Review Integrity” module — raises awareness of actions that breach review integrity and provides tools to prevent and report them.
- “Bias Awareness and Mitigation” module — raises awareness of potential biases in the peer review process and provides strategies to mitigate them.

If a reviewer has not complete the training prior to being added to a roster, they receive a system-generated email from nihreviewertraining@csr.nih.gov with a customized link to the c.

If a reviewer has not completed the training and they are invited to the Recruitment or Submit Phase in IAR, the email with the link to the NIH Reviewer Training website comes from either IAR or Peer Review, depending where the invitation was initiated.

If a reviewer has not completed the training and they log into IAR to access their list of assigned applications, they are presented with a message on the *List of Meetings* screen after certifying their Confidentiality Agreement.



List of Meetings screen showing the message that Reviewer training is required

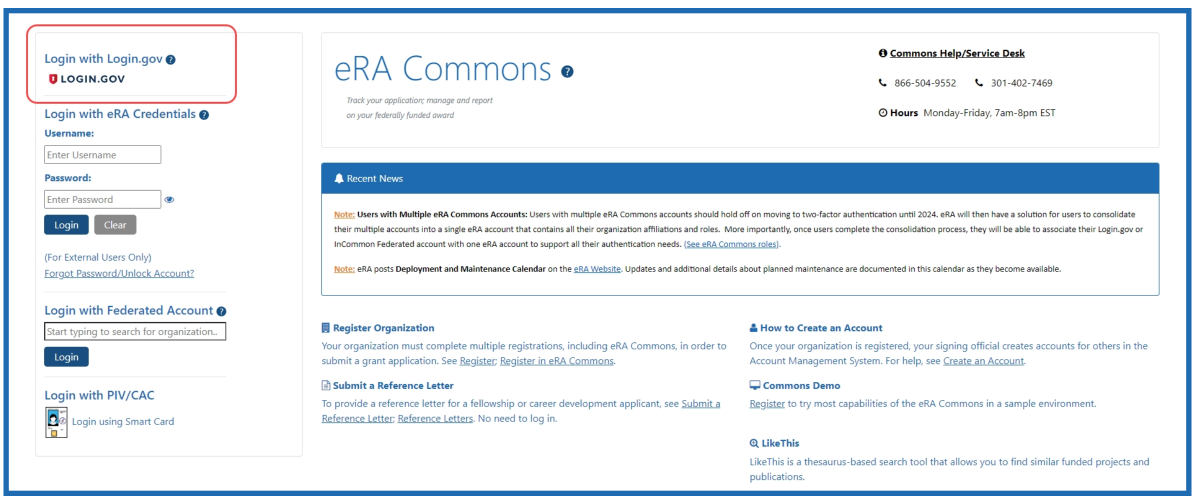
Steps to Take Before Accessing the NIH Reviewer Training Website

Before accessing the training portal, reviewers will need to have completed the process of logging into eRA Commons with their Login.gov credentials and associating their Login.gov credentials with their eRA Commons username and password (a one-time association). Using Login.gov's two-factor authentication system is required for accessing IAR.

Reviewers need 2 sets of credentials (username and password) to use Login.gov to access eRA Commons, and thus IAR:

- one for Login.gov and
- the other for their eRA Commons account.

Reviewers begin the process on the *eRA Commons login* screen, by clicking on the Login.gov logo on the upper left-hand side of the screen.



eRA Commons (IAR) login screen showing the Login.gov link

Reviewers provide the same Login.gov credentials that they used for eRA Commons, as well as their Commons user ID when accessing the NIH Reviewer Training website.

NOTE: Scientific review officers (SROs) track if reviewers have completed the training by going to the *Control Center* screen in IAR or the *Recruitment Control Center* screen in Peer Review. A new column labeled 'Training Completed' displays 'Yes' if reviewers have taken the training and 'No' if they have not. A 'No' allows a reviewer to complete the

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Recruitment phase but the training must be completed before the reviewer can access their assigned applications in the Submit phase.

Accessing the List of Applications Screen

To access the *List of Applications* after signing the confidentiality agreement (Refer to *Confidentiality Agreement* on page 56):

1. Log into eRA Commons and select the **Internet Assisted Review** button on the landing page.

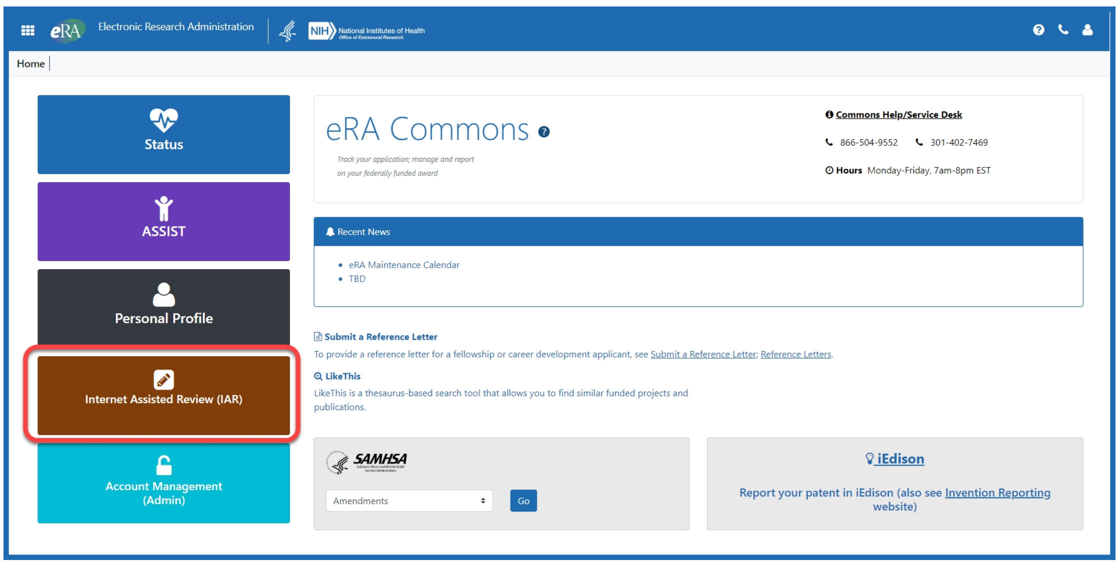


Figure 34: eRA Commons landing page showing the IAR button

You can also access IAR from the apps icon in the upper left corner and selecting **Internet Assisted Review** from the drop-down menu.

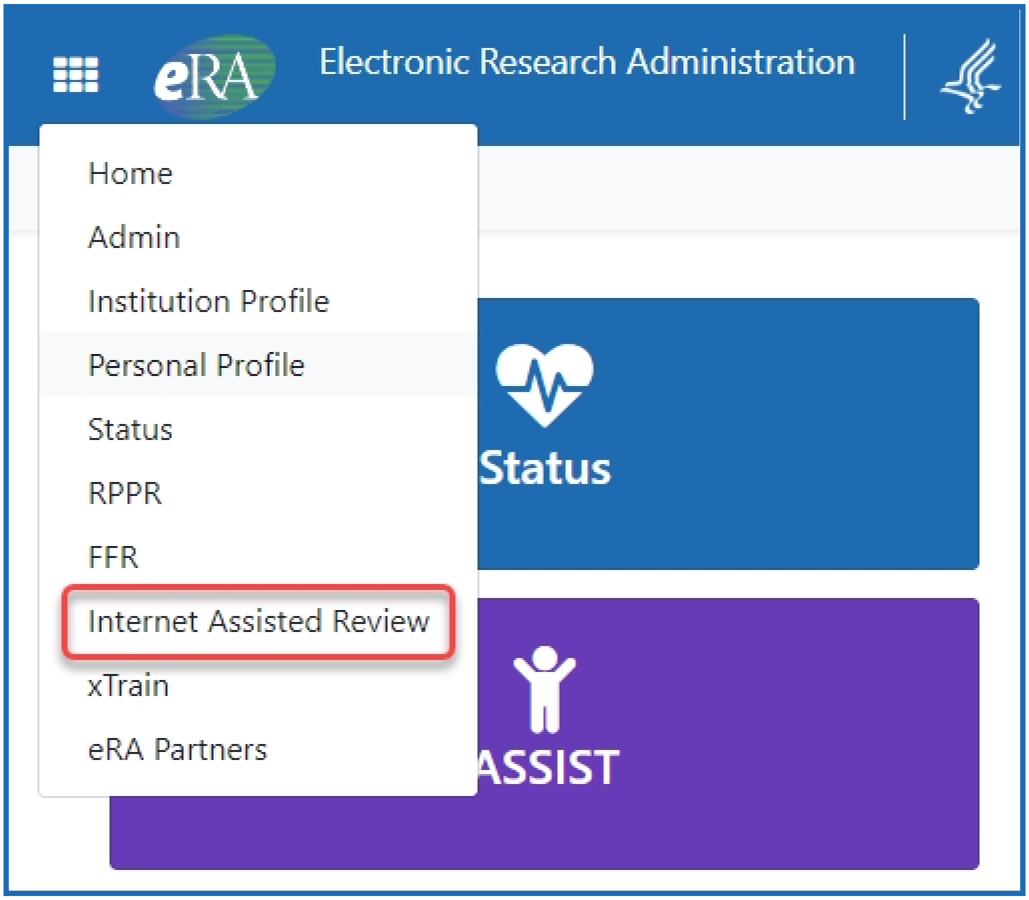


Figure 35: eRA Commons app icon showing the drop-down menu when clicked

The *List of Meetings* screen displays. If accessible, the **View List of Applications** link is displayed by clicking on the three-dot ellipses icon.

2. Select the **View List of Applications** link.

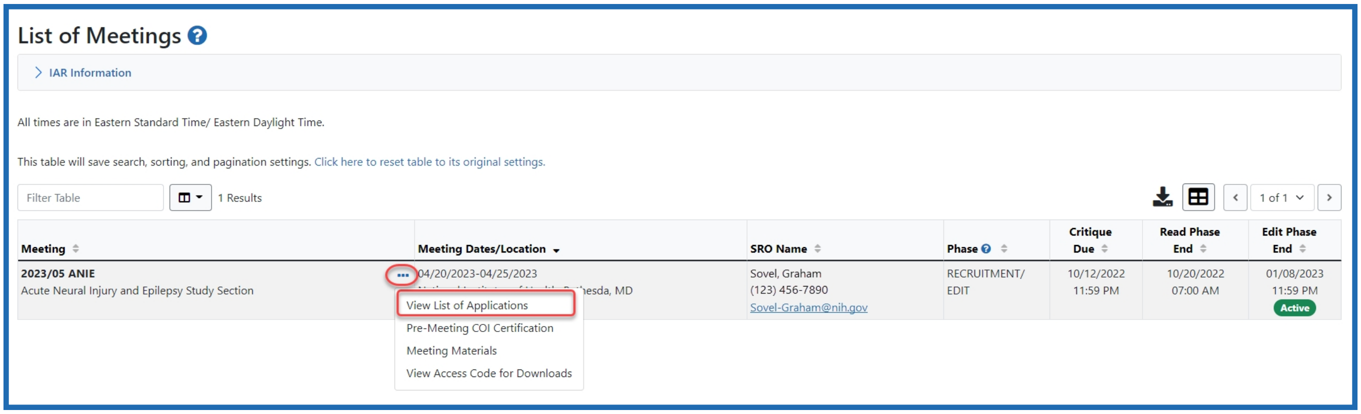
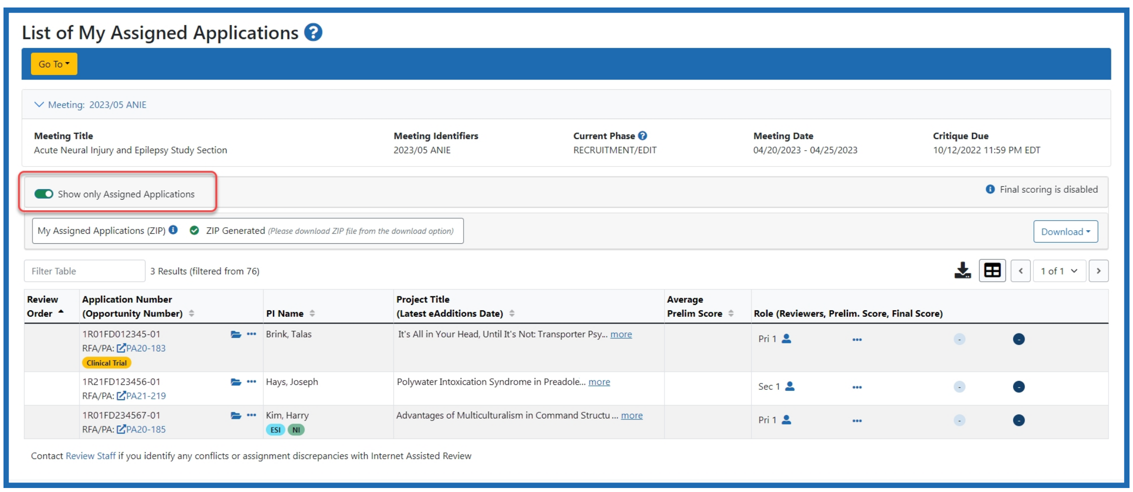


Figure 36: Accessing the View List ofl Applications Screen

By default, the List of My Assigned Applications is displayed. However, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques.



To view all applications in the meeting, click the "Show only Assigned Applications" switch to the off position. .

NOTE: Mail reviewers are only able to see applications to which they are assigned and can only view their own critiques.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **List of Meetings**, **View Meeting Materials**, and links for viewing critiques, which vary from phase to phase. These links are discussed later.

The table displayed on the screen is the *List of My Assigned Applications*. This list includes columns of information for **Review Order**; **Application Number (Opportunity Number)** (including the application number and RFA/PA associated with the application), and include Clinical Trial (**CT**), Clinical Trial Research Experience (**CTRE**), and Human Fetal Tissue (**HFT**) indicators; **PI Name** (parent application PI), which includes Early Stage Investigator (**ESI**) indicator and New Investigator (**NI**) indicator; the **Project Title** of the application; Average Prelim Score (the average preliminary score for the application); **Role** of the reviewer; **Reviewer** (name); **Prelim. Score**; the **Final Score** of critiques; and the available action options for the reviewer are available by clicking the three-dot ellipses icon.

The information in the table can be sorted by any column that has a gray triangle icon after the column name ( ). A black triangle icon ( ) next to the column name indicates the current sort. The triangle pointing up is ascending. The triangle pointing down is descending.

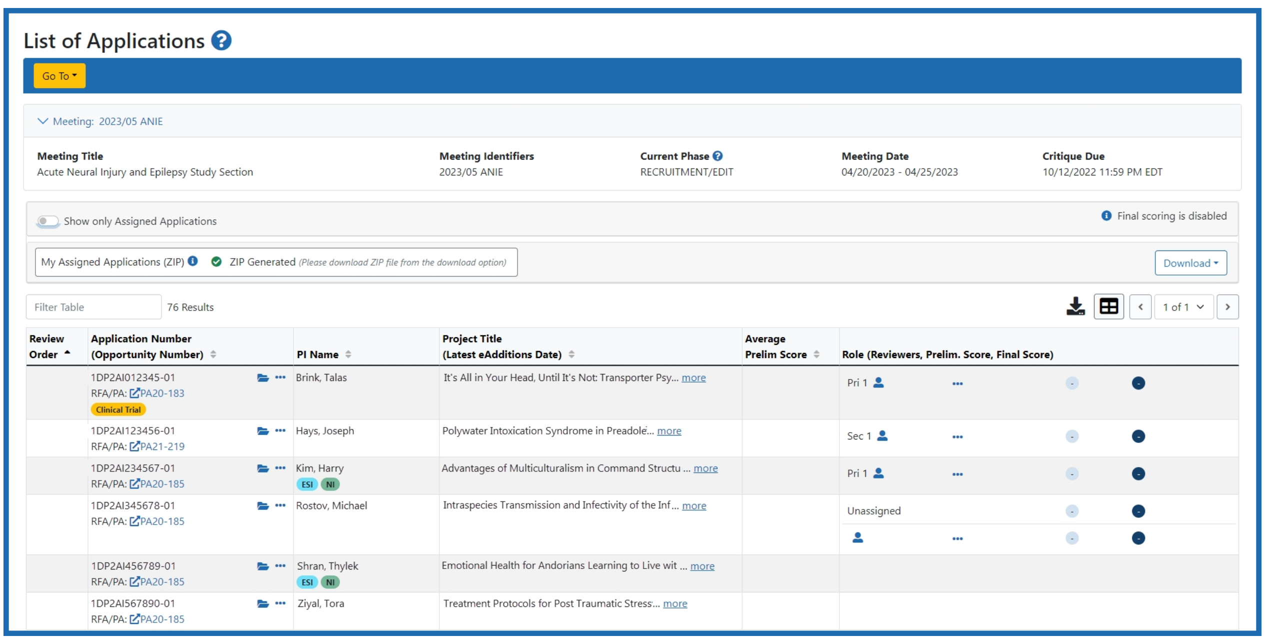


Figure 37: List of Applications

The Application Number (Opportunity Number) column includes a folder icon ( ). Clicking the icon opens the application *Application Folder*, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

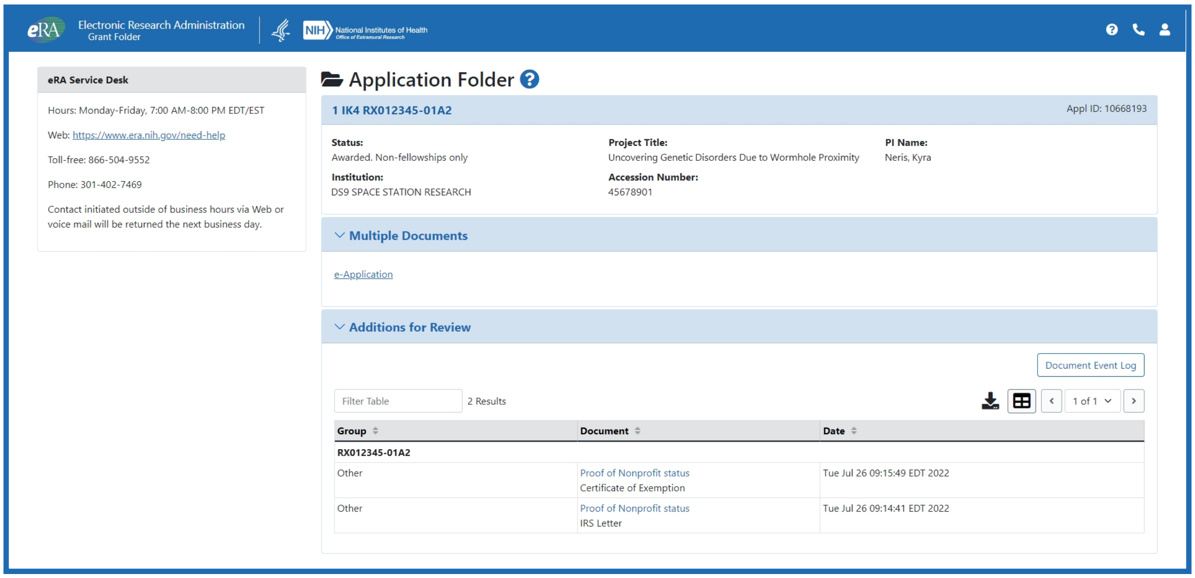


Figure 38: Application Folder screen

Action options found by clicking the three-dot ellipses icon are phase dependent and include **Review Criteria**, **Critique Template**, **Submit Critique**, **View Critique**, and **Delete Critique** depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Submitted Date** column shows the latest date when the critique for an application was (re)submitted.

The **Assignment Role** for an application displays *COI* if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application's *Application Folder*.

The *List of Applications* screen (among others) provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer's role and the current meeting phase.

Please refer to the other sections within this chapter for details on the links and actions available from this screen for each specific meeting phase.

The following links display on the *List of Applications* screen regardless of the current meeting phase:

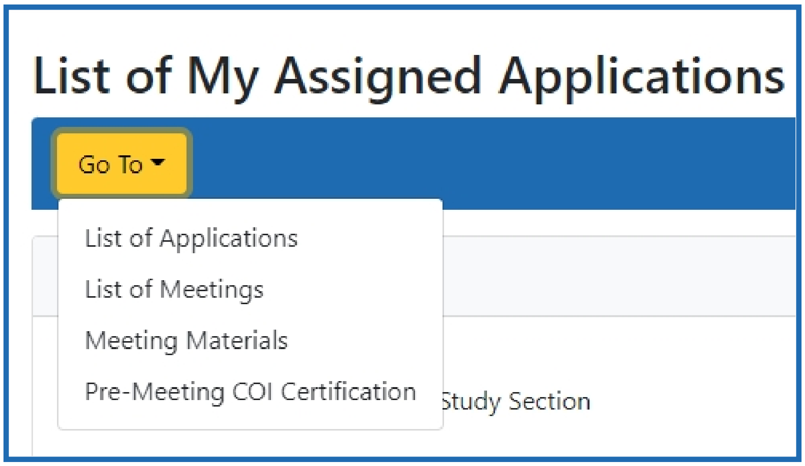


Figure 39: Cross-meeting Common Links on List of All Applications Screen

Global Navigation

A global navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. This may change dependent upon the user's role.

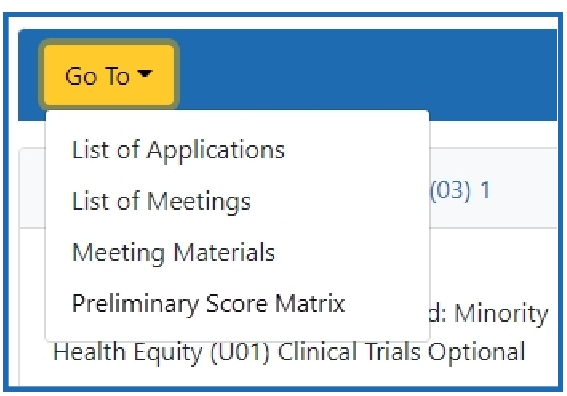


Figure 40: Global navigation menu

- **List of Applications**
  - Updates the screen to show all the applications in the meeting, regardless of the current reviewer's assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others' critiques before submitting their own. The orange triangle icon next to the link indicates that this is the current view.
- **List of Meetings**
  - Returns the user to the *List of Meetings* screen.
- **Meeting Materials**
  - An SRO can provide reviewers with links and documents containing relevant information for the review meeting. If the SRO has provided materials, they are accessible through this link.
- **Preliminary Score Matrix**
  - The *Preliminary Score Matrix* screen option is only visible in **Read** phase. It allows a reviewer to see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict.

Each page includes a number of links specific to that page.

The other links include links to critiques, critique templates, and application options:

View Critique Options

- **View My Critiques**
  - Opens a PDF document containing all of a reviewer's preliminary critiques and scores.
- **View Critiques by:**
  - Opens critiques by **Application**, **PI name**, **All the Reviewers' critiques** and by **Assigned Applications.**
- **Download a Zip of My Assigned Critique Templates**
  - (Does not appear for online critiques) Downloads a compressed file containing all of the critique templates associated with the applications assigned to you. When the file is extracted, the individual templates will follow this naming convention:
    - **[PI name]_[application number]_[reviewer role]**
    - e.g. ***Smith_1R01123456-01_Pri_4.docx.***)If a reviewer has no assigned role, that part of the file name will be dropped.)

- **List Applications Options** (Submit Phase) or **List My Assignments Only** (Read and Edit Phases)
    - Updates the screen to show only: **List all Applications**, or the applications **assigned to the reviewer**. This is the default view of the screen. .

Column Headings

The column headings bar contains functionality, including:

- Where headings are underlined, this indicates that they can be sorted.
- If they contain orange triangle icons, this indicates this is the current view.
- The ***Collapse All*** heading

Additional Materials

The Additional Materials link displays within the **Title** column (beneath the application title) if the application has at least one eAddition in its *Application Folder*. The link opens the Additions for Review section of the Application Folder.

TIP: To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

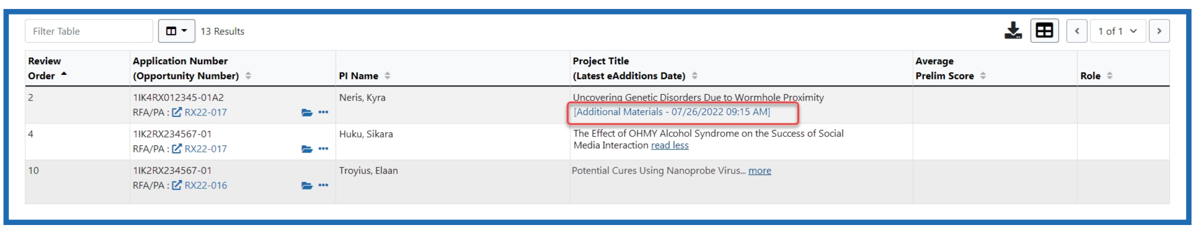


Figure 41: Additional Materials Link

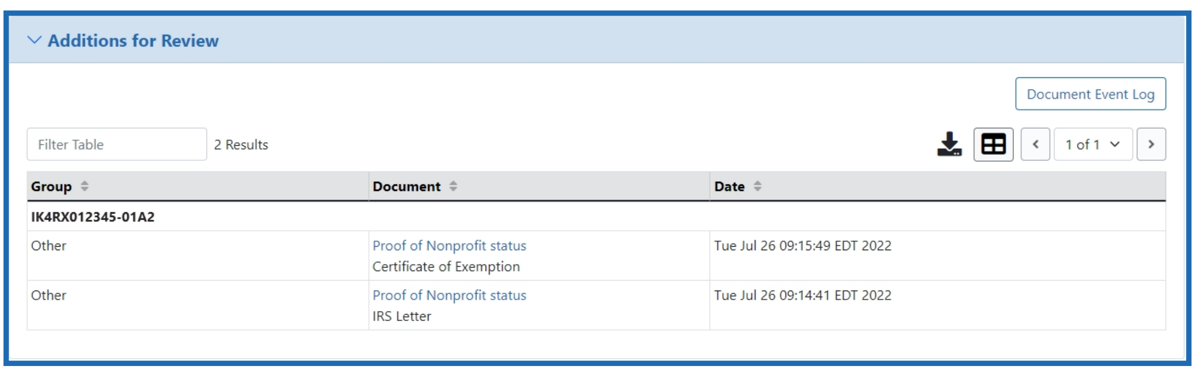


Figure 42: Additions for Review

Final Score Sheet (button)

Opens the Final Score Sheet for entering final impact scores as well as criterion scores. This button is only enabled during the period of final scoring as entered by the SRO in IAR and may not be applicable to all meetings. The button is visible but disabled outside of final scoring or if final scoring is not used for a meeting.

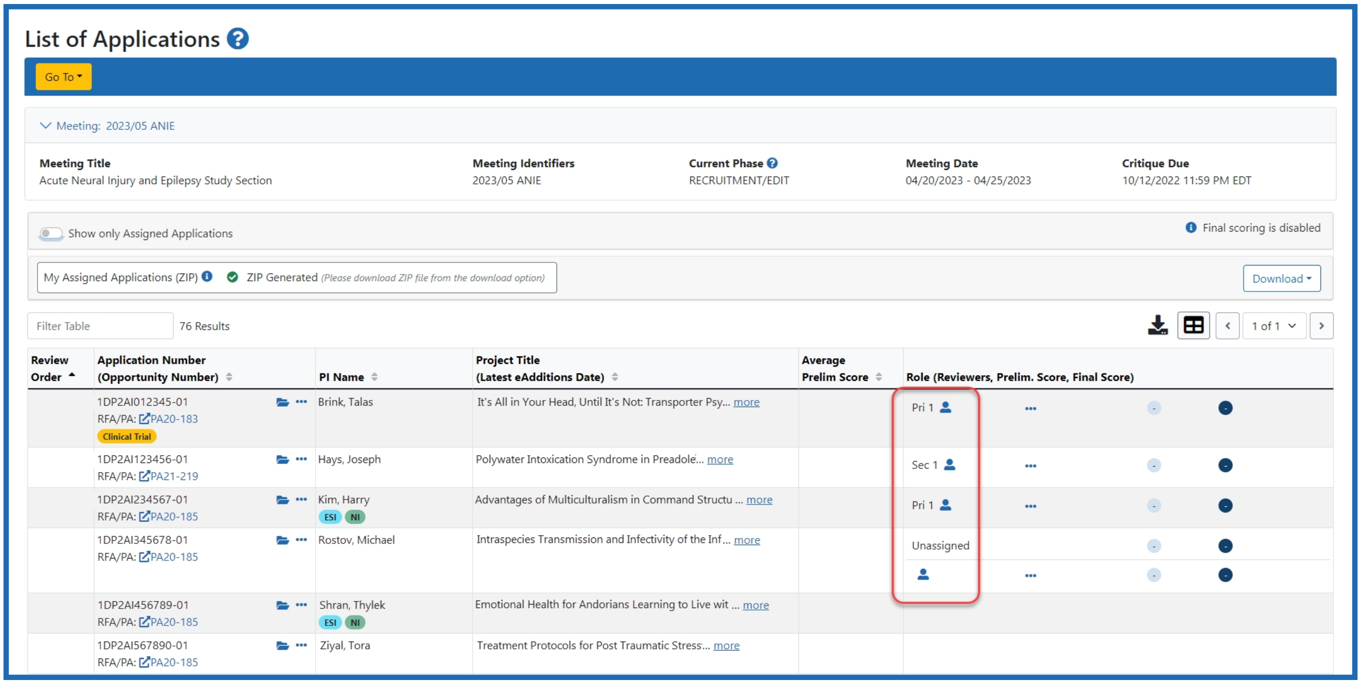
NOTE: The **Final Score Sheet** button does not display on your *List of All Applications* if you are a Mail reviewer.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

**This topic is for the steps only. Previous topic introduces List of All Applications screen. **

Finding a Reviewer's Assigned Role

Reviewers may have different responsibilities at review meetings depending on their roles. Please check with your SRO* if you have questions or concerns about your role. To identify your assignment role, look in the **Role (Reviewers, Prelim. Score, Final Score)** column of the List of Applications.



Role (Reviewers, Prelim. Score, Final Score) column in *List of All Applications* screen

Possible roles and associated responsibilities are as follows:

Primary/Reviewer 1, Secondary/Reviewer 2 and Tertiary/Reviewer 3 (sometimes also designated as Discussant):

- Review your assigned applications
- Write and submit critiques and scores for assigned applications
- Read critiques form other assigned reviewers
- Be prepared to discuss the score driving strengths and weaknesses

Discussant

- Read and understand the critiques of the assigned applications
- Provide a short, written review if the SRO asks for one

Mail Reviewer*

- Check with your SRO
- Provide a written critique for the applications assigned and maybe submit pre-liminary criterion and/or impact scores.

* A Mail reviewer is one who completes critiques of applications but who does not attend a meeting to discuss the applications.

Chair

- Review the abstract and aims of all applications, and discuss any issues or changes in review policy/guidelines with the SRO
- Write critiques and submit scores for the specific applications assigned to them (can be Reviewer 1, 2 or 3 for any given assignment)
- Follow up on any other chair-specific instructions provided by the SRO

This information can also be found on the Guidance for Reviewers website, Know Assignment Role page.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications in Submit Phase

During the Submit Phase of a meeting, reviewers perform their initial submission of critiques. They may also modify critiques and preliminary scores during the Submit Phase. Viewing all applications and submitting critiques as an unassigned reviewer may be permitted by the SRO*; however, the ability to view others' critiques is not available during this phase.

NOTE: The Veterans Affairs (VA) Meeting Chairperson can access submitted critiques during the Submit Phase. When the VA Meeting Chairperson navigates to the *List of Applications* screens, the system shows a **Download Zip of All Critiques (PDF)** link, even while the meeting is in the Submit Phase. Clicking the link downloads all the critiques that have been submitted at that time. However, critiques of applications identified by the SRO that are in conflict with the chairperson are omitted from the downloaded PDF.

The *List of Applications* screen is the portal for reviewers to submit critiques and preliminary scores, as well as view meeting materials. The screen either lists only applications assigned to the reviewer with the **Show only Assigned Applications** toggled on (*List of My Assigned Applications* screen) or lists all applications in the meeting with the **Show only Assigned Applications** toggled off, (*List of Applications* screen) unless the reviewer is a Mail reviewer. Mail reviewers can only see applications for which they are assigned.

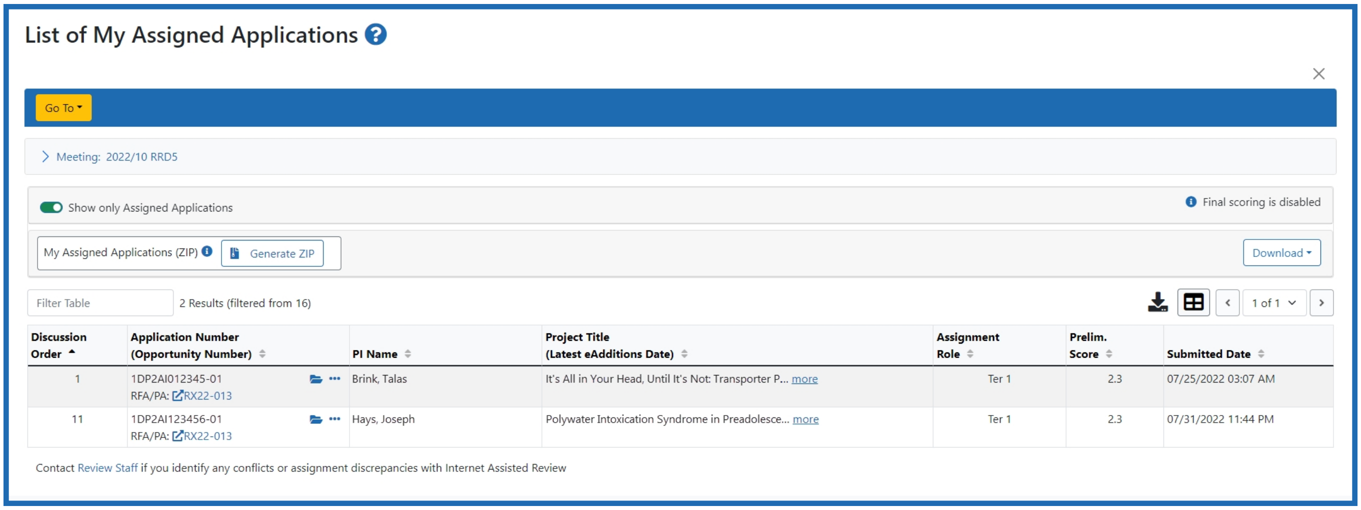


Figure 43: Default View of the List of My Assigned Applications During the Submit Phase

The options in the Application Number column under the three-dot ellipses icon for the Submit Phase include the **Submit Critique**, **ViewCritique**, and **Delete Critique** links. The **Submit Critique** option is only available if a reviewer has not submitted a critique or scores; once a critique is submitted, the options become **View Critique]** or **Delete Critique**. Refer to *Submit Critiques & Scores (Word Critiques)* on page 103 for steps on performing this function.

If the SRO allows it, reviewers may see the **Submit Critique]** link for unassigned applications (via the **List of Applications** view). In this case, reviewers can submit critiques for these unassigned applications, unless there is a conflict of interest. If conflicts exist for any of the applications, *COI* displays in the **Assignment Role** column, and critiques for this application cannot be viewed or submitted.

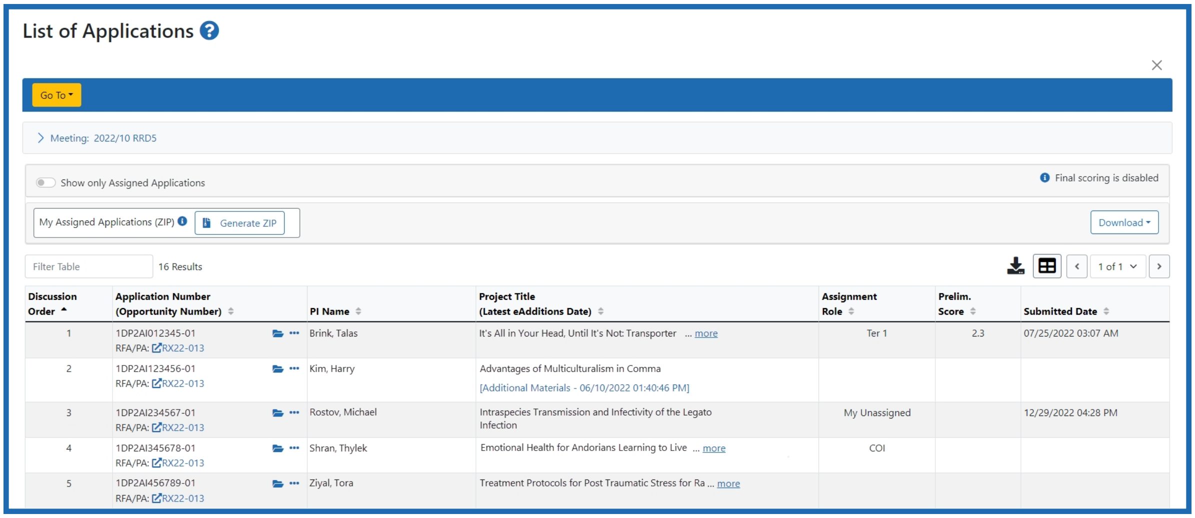


Figure 44: List Applications View Includes Unassigned and COI Applications

NOTE: In all meeting phases, for specific types of review, if the SRO has opted to display only applications selected for Phase 2 review, the *List of Applications* screen reflects this choice and displays only Phase 2 applications. The screen name is displayed as *List of Applications – Phase 2 Only* in this scenario.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications in Read Phase

Typically, reviewers are able to view the critiques of other reviewers during the Read Phase. As in other phases, any applications with a conflict are blocked and display *COI* as the Assignment Role. By default, only the reviewers' application assignments are displayed in the list; however, by toggling off the **Show only Assigned Applications** toggle switch, the system presents a view of all applications in the meeting.

NOTE: To return to a view of only assigned applications, toggle the **Show only Assigned Applications** switch to the on position.

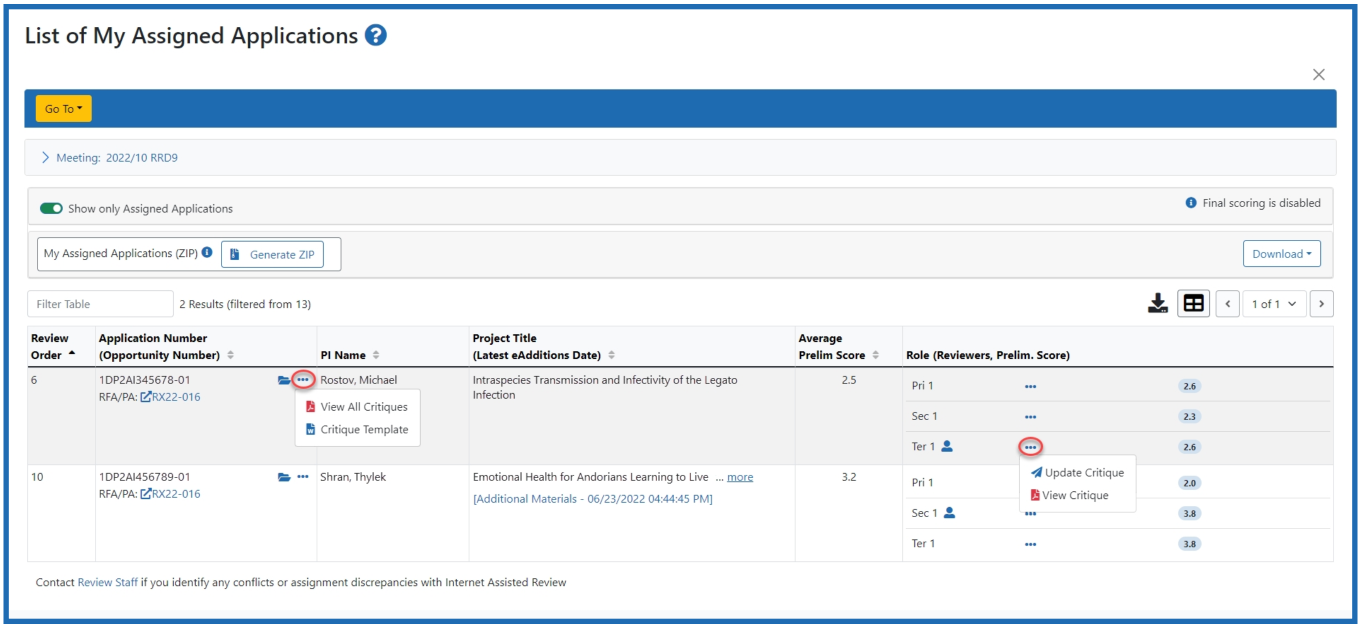


Figure 45: List of applications in Read phase for Reviewer's Applications Only

If the reviewer has submitted scores for an application, the **View All Critiques** link is found under the three-dot ellipses icon in the **Application Number** column for that application. This link can be used to access a PDF file of all reviewer's critiques for this application. When setting up the meeting, the SRO* can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

When the block option is enabled by the SRO and a reviewer has not submitted critique and preliminary scores, the following message displays under the application **Role** column: You must submit your critique before you can read others. The **View All Critiques** option will not display until the reviewer submits his or her own scores. Additional links on this screen for viewing critiques also do not function if a blocked reviewer has not submitted his or her own scores and/or critique.

The options displayed in the **Role** column for the Read Phase may differ from those displayed during the Submit Phase. They may also vary within the Read Phase itself depending on the settings of the meeting and whether the reviewer has submitted scores. If a reviewer has not yet submitted scores, the **Submit Critique** option displays under the three-dot ellipses icon in the **Role** column, otherwise the **View Critique** link is displayed for viewing only. If a critique is submitted, the **View Critique** link is also present for other reviews not submitted by the reviewer.

Refer to *Viewing Critiques* on page 105 for more information on the methods for viewing critiques within each phase of the meeting.

During the Read Phase of the meeting, the **Prelim. Score** column lists each application's preliminary score per Reviewer Role. The **Average** score is displayed beneath these scores. reviewers may also view scores via the *Preliminary Score Matrix*, accessible via the **Preliminary Score Matrix** link. Refer to *Preliminary Score Matrix* on page 112 for more information.

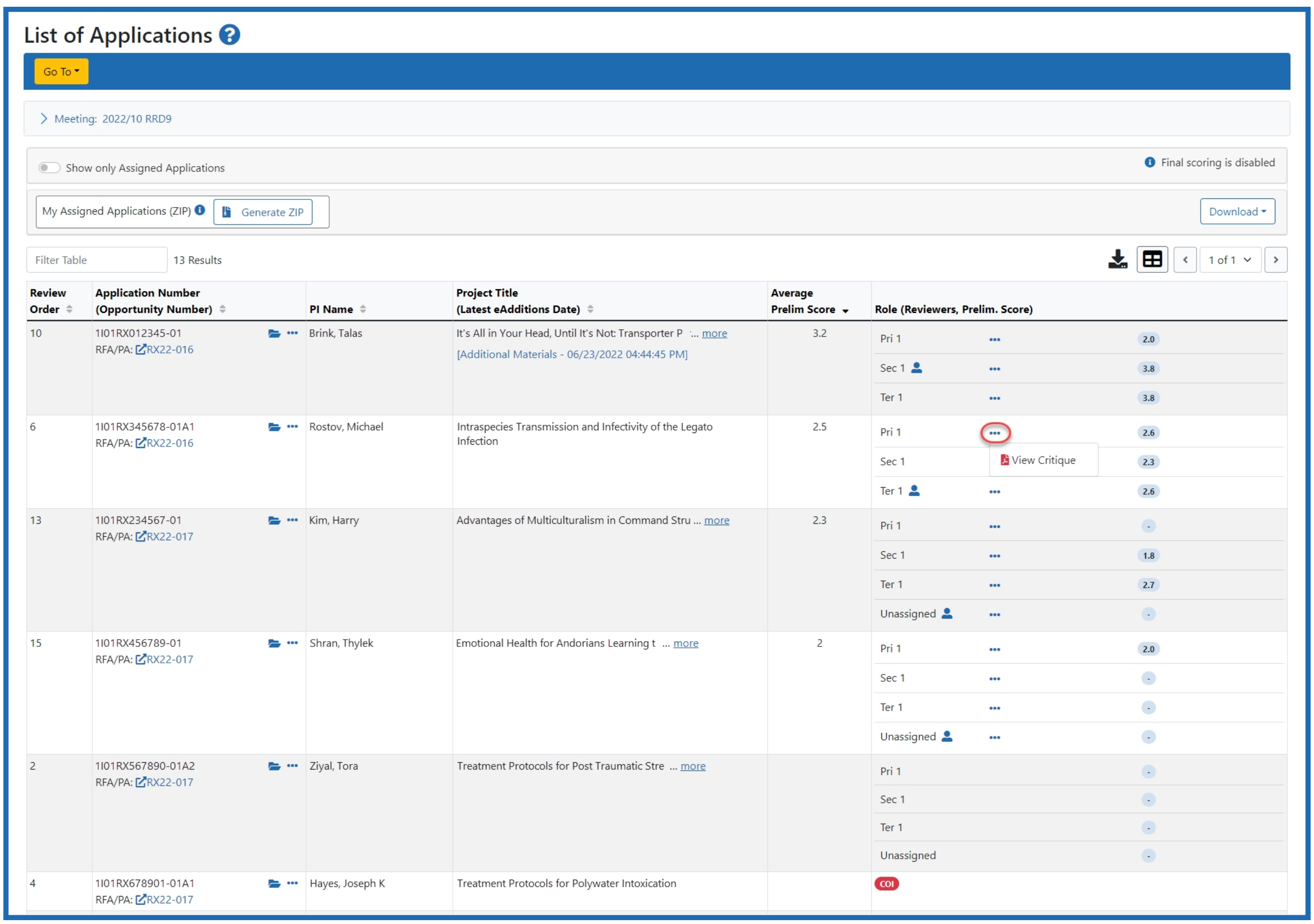


Figure 46: List of All Applications in Read Phase for All Applications

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications in Edit Phase

The Edit Phase is an optional meeting phase, usually after the actual meeting – determined by the SRO* – the main purpose of which is to allow reviewers to update their criterion scores and/or to modify critiques after editing. In the Edit Phase of a meeting, the *List of All Applications* screen provides the basic information about the applications in the meeting, access to the *Grant Folder*, the list of all applications, critiques posted by the reviewer, and critiques posted by all reviewers for applications to which the reviewer is assigned.

The screen either lists applications assigned to the reviewer (**List of My Assigned Applications** the default view) or lists all applications in the meeting (**List of Applications**) unless the reviewer is a Mail reviewer. Mail reviewers, who submit critiques but do not attend review meetings, can only see applications for which they are assigned.

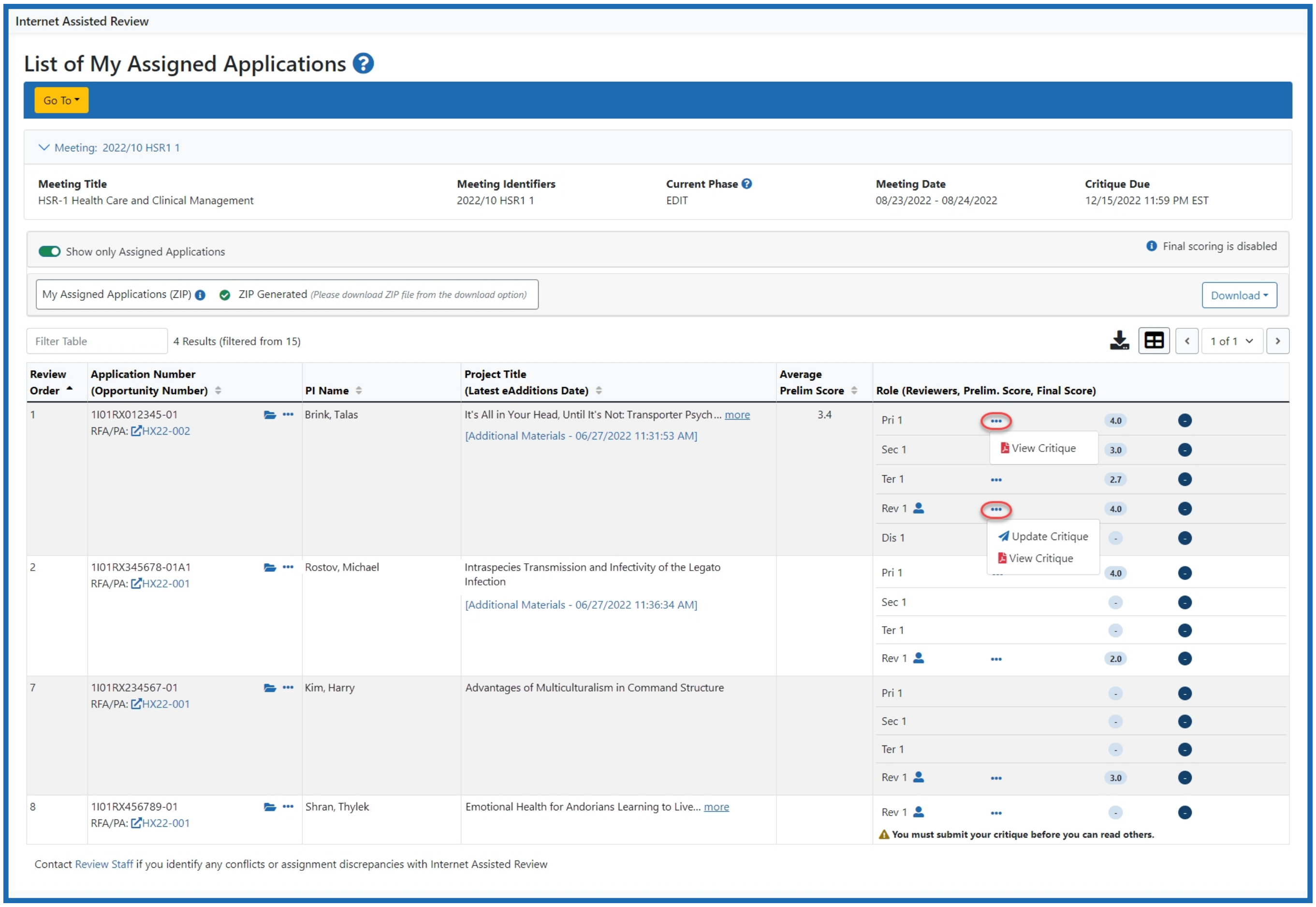


Figure 47: List of All Applications During Edit Phase for Reviewer's Applications Only

The options in the **Role** column accessed by clicking the three-dot ellipses icon, for the Edit Phase vary depending on the settings of the meeting and whether the reviewer has submitted scores, with the possible options of **Submit Critique**, **View Critique**, and U**pdate Critique** options. The Submit critique option is only available if a reviewer has not submitted a critique or scores. Refer to *Submit Critiques & Scores (Word Critiques)* on page 103 for steps on performing this function. For online critiques, see *Submit Critiques & Scores (Online Critiques)* on page 196.

Once a critique is submitted, the options become **View Critique** and **Update Critique** for a reviewer’s own critiques and **View Critique** for the critiques of other reviewers. If working with online critiques, the options after submitting are **Submit critique**, **View Critique**, and **Delete Critique**, and you use **Submit Critique** to edit and resubmit the previously submitted online critique.

NOTE: If not blocked by the SRO, the reviewer also sees the **[view]** link for viewing others' critiques even if that reviewer has not submitted his or her own.

If conflicts exist for any of the applications, *COI* displays as the Assignment Role, and critiques for this application cannot be viewed or submitted.

If the reviewer has submitted scores for an application, the **View All Critiques** link displays in the **Application Number** column under the three-dot ellipses icon for that application and provides access to a PDF file of all reviewer's critiques for this application. When setting up the meeting, the SRO can choose to block a reviewer from viewing the critiques of others if that reviewer has not yet submitted his or her own scores. If the SRO chooses not to block the reviewer, this link displays whether the reviewer has submitted his or her own scores or not.

NOTE: The **Final Score** column displays on the *List of Applications* during the Edit phase.

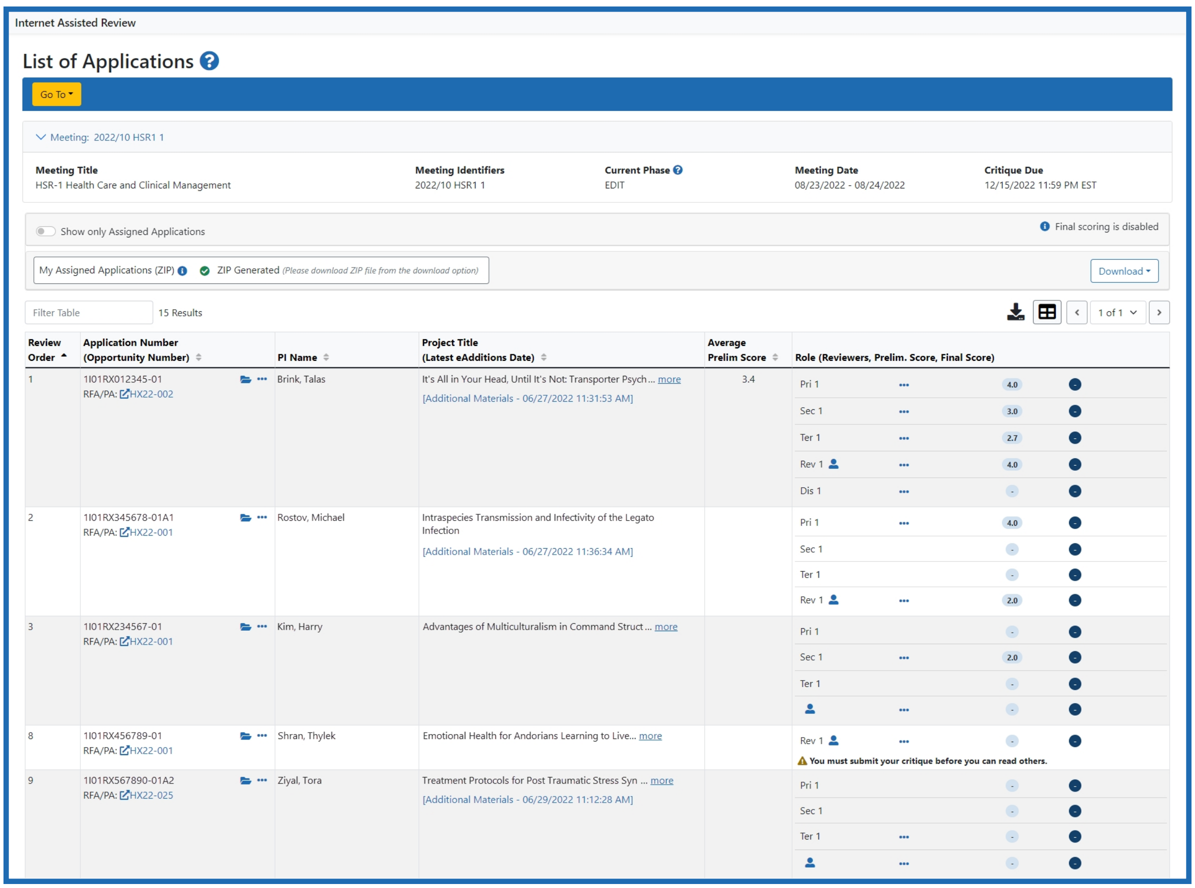


Figure 48: List of Applications in Edit Phase for All Applications

When the block option is enabled by the SRO and a reviewer has not submitted scores, the following message displays under the application **Role** column: You must submit your critique before you can read others. The **View All Critiques** link under the three-dot ellipses icon in the **Application Number** column will not display until the reviewer submits his or her own scores.

To update scores or critiques during the Edit Phase:

1. Select the **Update Critique** link from the **Role** column, under the three-dot ellipses icon for the application in the *List of Applications* screen.
2. *Optional:* Enter the revised criterion scores as appropriate.
3. *Optional:* Browse and attach a new critique. To view the existing critique first, select the **View Existing Critique** link.
4. Select the **Submit** button.
5. From the confirmation screen, select the **Confirm** button.

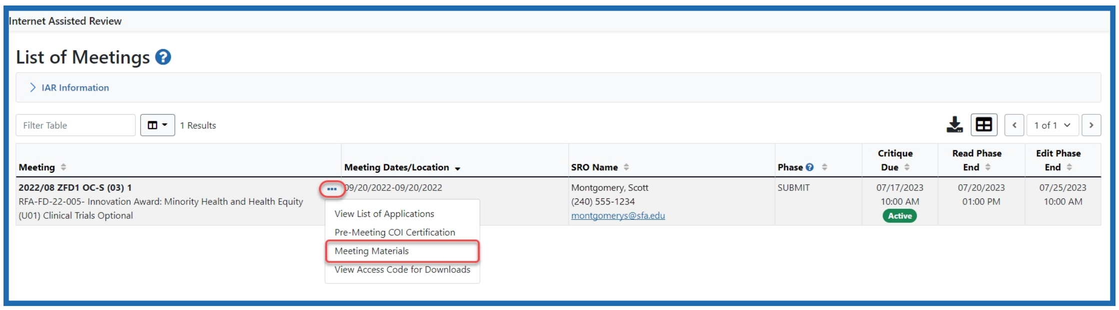
NOTE: During the EDIT phase, the *View Discussion* link will display discussion comments in a read-only format until the scoring window has ended.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

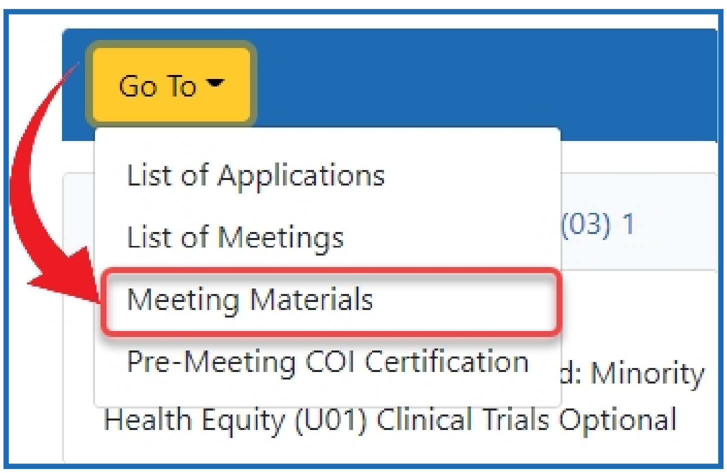
Meeting Materials

Once an SRO adds materials to a meeting, reviewers can view and download those materials from the *Meeting Materials* screen. There are two ways to access the *Meeting Materials* screen:

1. From the *List of Meetings* screen, select the **Meeting Materials** link from the three-dot ellipses icon in the **Meeting** column.



2. From the *List of All Applications* screen in any phase, select the **Meeting Materials** link from the **Go To:** drop down menu.



The *Meeting Materials* screen displays a list of all available meeting materials. If the SRO enables it, a **Download Meeting Materials ZIP** button displays.

If critique templates are included in the materials, they appear in their own expandable section above other materials. Select the **+ Critique Templates** button to expand the list of critique templates. When the list is expanded, the button becomes the **- Critique Templates** button and collapses the list again.

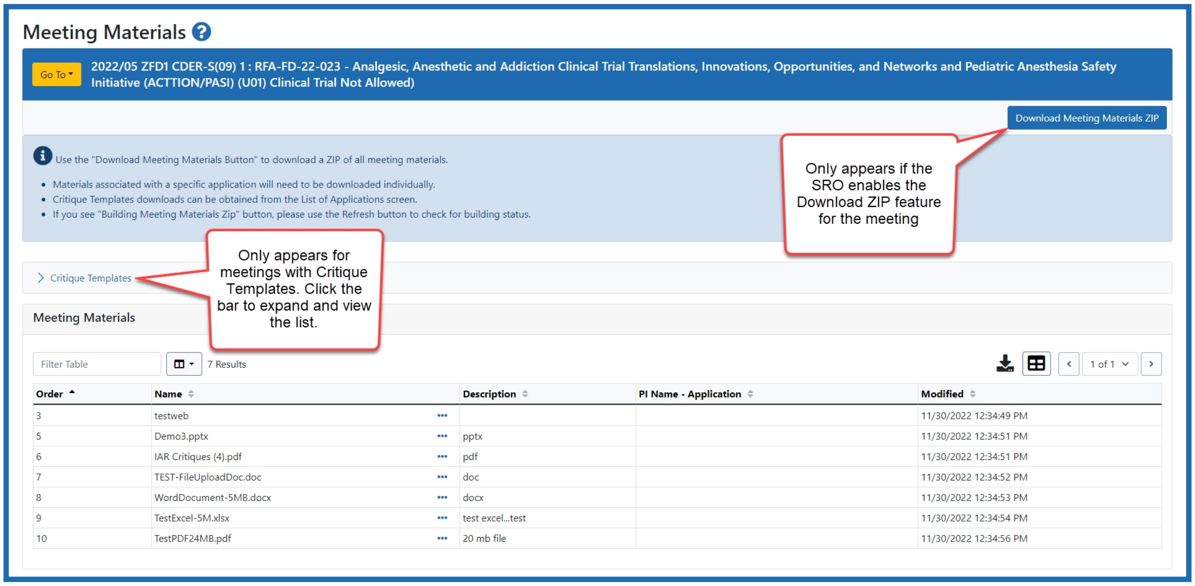


Figure 49: Meeting Materials screen showing expandable Critique Template section and Download Zip file button

Figure 50: Meeting Materials Screen with critique templates collapsed and expanded

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NOTE: Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the Additional Materials section of the *Accessing the List of Applications Screen* topic.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Meeting Materials ZIP Files

The Download Meeting Materials ZIP button

Some meetings include a Download Meeting Materials ZIP button at the top of the *Meeting Materials* screen. This button is set up by the meeting's SRO and enables you to download a full set of meeting files to a local computer.

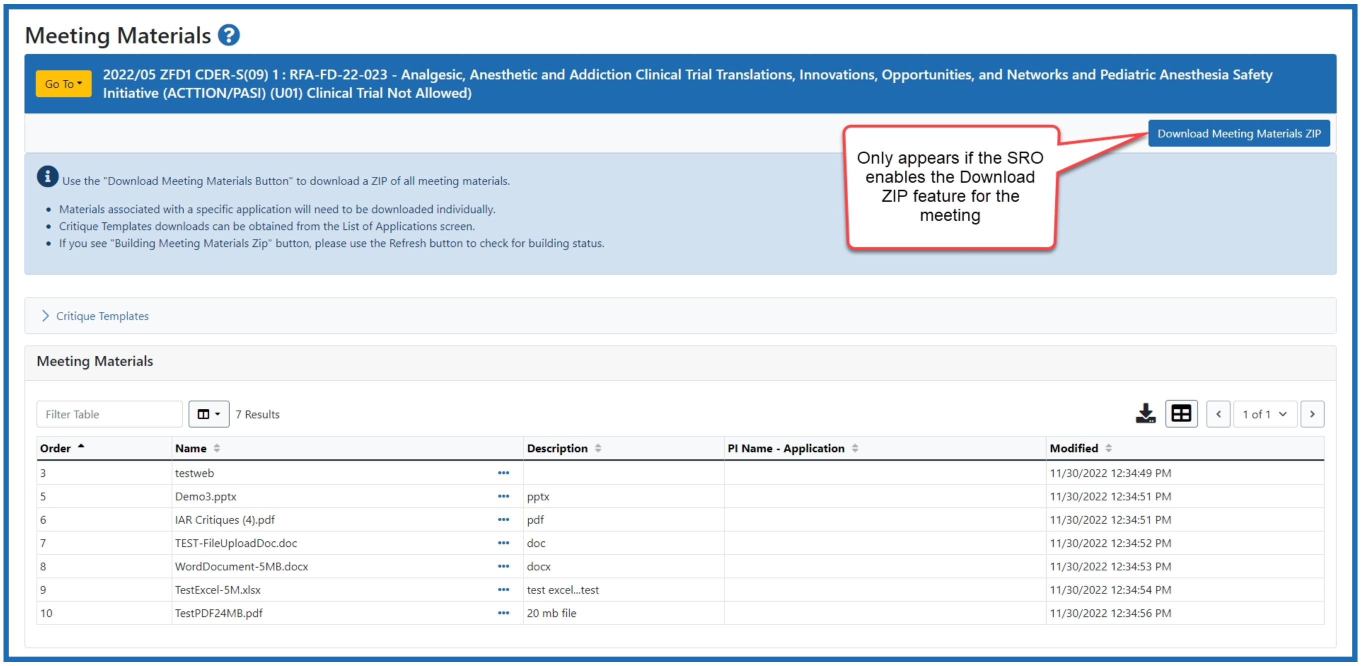


Figure 51: Meeting Materials Screen with Download Meeting Materials ZIP button

NOTE: ZIP files will not include any grant applications or URLs associated with a meeting. You must access these meeting materials while online at the *Meeting Materials* screen. Note that critique templates will not be part of the download. [Bulk download of critique templates for assigned applications is already available in IAR. (See Access Critique Templates.)]

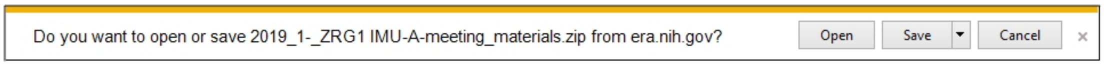
TIP: Since you will need an Access Code to open the downloaded ZIP file, it is recommended that you obtain the Access Code first and then download the ZIP file next. Refer to *View the Meeting Materials ZIP File Access Code* on page 101for how to obtain the Access Code.

To download the Meeting Materials ZIP file:

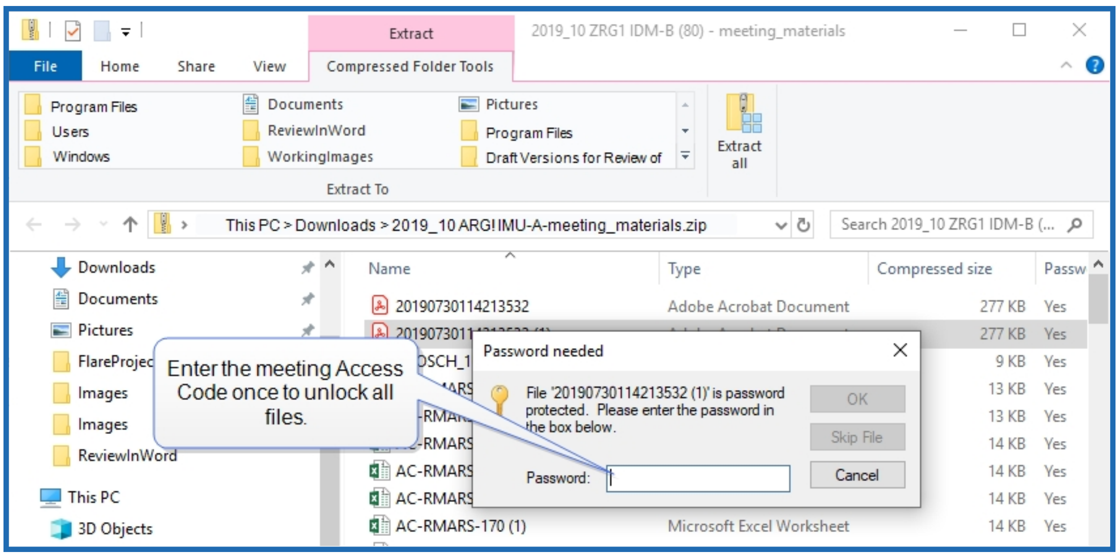
1. From the *Meeting Materials* screen, select the **Download Meeting Materials ZIP** button 

.

   The *Open or Save* confirmation dialog box displays.



2. Select the **Open** or **Save** button. If you select **Open**, a list of the downloaded Meeting Materials displays in your file explorer or ZIP File application.



Enter Access Code in "Password" field

NOTE: Depending on your computer and operating system, your list may open in a different browser or application, but the functionality and behavior should be the same.

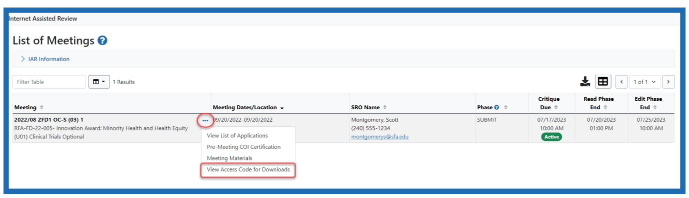
NOTE: Additional materials that may not show up under *Meeting Materials* can be viewed by selecting the **Additional Materials** link under the **Title Column** on the *List of All Applications*. The link only displays when at least one eAddition exists for an application. For more information, refer to the Additional Materials section of the *Accessing the List of Applications Screen* topic.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

View the Meeting Materials ZIP File Access Code

Downloaded Meeting Materials are secured by an Access Code that is set by the SRO.

You can view the Access Code for a meeting's downloaded ZIP file directly from the *List of Meetings* page. Click the three-dot ellipses icon in the Meeting column, and, select the View Access Code for Downloads. The View Access Code for Meeting Materials window opens and displays the meeting's Access Code.



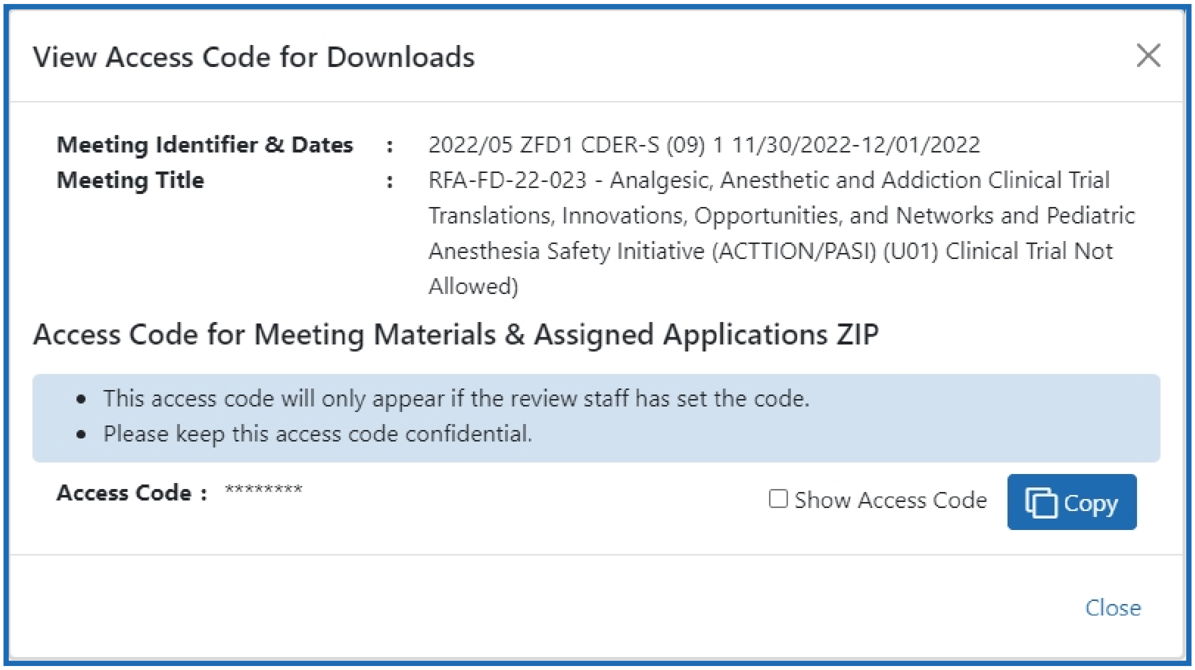


Figure 52: View Access Code for Meeting Materials screen

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Submit Critiques & Scores (Word Critiques)

Two methods exist in IAR for reviewers to enter preliminary scores and submitting critiques:

- Word critique template submission, or
- Online critique submission

A meeting may use online critiques, where all critique feedback and preliminary scores are entered into IAR via the Online Critique screen, or it may use traditional Word-based critique templates. See Submit Critiques & Scores (Online Critiques) for information about online critiques.

Key Points:

- Reviewers can submit or re-submit critiques and scores for assigned applications during the Submit and Edit Phases.
- During the Read Phase, reviewers who have missed the due date and have not submitted a critique or criterion scores for an assigned application are still able to submit critiques and criterion scores; however, they will not be able to view the other critiques for this application until they have submitted their own. See Submit and Update Critiques and Scores After Submit Phase Deadline for more information about submitting after the submit phase.
- Before submitting critiques and scores for an application, the reviewer can view additional information about the application by accessing the application's Grant Folder. Reviewers can view key documents, including the e-application, prior summary statements (if they exist), and any e-additions materials related to the application. To view the Grant Folder, click the application number displayed as a hyperlink.

NOTE: Review processes differ among agencies and may be distinct from that of NIH For those agencies that follow the NIH review process, the basic steps will be the same and any differences will be called out.

The sections below outline steps for each agency.

- NIH Submit Word Critiques & Scores
- AHRQ Submit Word Critiques & Scores
- CDC Submit Word Critiques & Scores
- VA Submit Word Critiques & Scores
- FDA Submit Word Critiques & Scores
- OTA Submit Word Critiques & Scores
- SAMHSA Critiques & Scores (Word Critiques) and Related Topics

About Word Critique Templates

Reviewers submit written critiques of their assigned applications using Word templates. The Scientific Review Officer (SRO) for your meeting provides templates for writing your critiques; the templates can be accessed via three locations in the Internet Assisted Review (IAR) module (See Reviewers: Locating Critique Template link in IAR).

Type your comments directly into the critique template using the bulleted paragraph format provided for each criterion, addressing the strengths and weaknesses for each. Your written critiques should reflect your numerical criterion scores.

When you are finished, upload the document to IAR.

For more information using critique templates and the scoring process, see the following topics:

- View Critiques
- Deleting Critiques & Scores
- Preliminary Score Matrix
- Submit and Update Critiques and Scores After Submit Phase Deadline
- Enter Final Scores
- Review Criteria Score Labels Report

Viewing Critiques

Reviewers have the ability to view critiques in IAR for all applications in a meeting. This ability may vary depending on the type of reviewer, the status of the reviewer's own critique submission, the SRO's* meeting settings, or the IAR phase of the meeting. For example, a reviewer cannot view the critiques of any application with which he or she is in conflict; Mail Reviewers can only view their own critiques; and SROs can block the view of others' critiques if a reviewer has not submitted his or her own.

The list below describes the various ways – for each meeting phase – in which critiques may be viewed in IAR.

NOTE: All methods may not be available to all Reviewers.

Submit Phase

During the Submit Phase, Reviewers can view their own critiques one by one via the *List of My Assigned Applications* screen by selecting the **[View Critique]** option from the three-dot ellipses icon in the **Application Number (Opportunity Number)** column of an individual application. Selecting this option opens a PDF document of the reviewer's critique for the specified application.

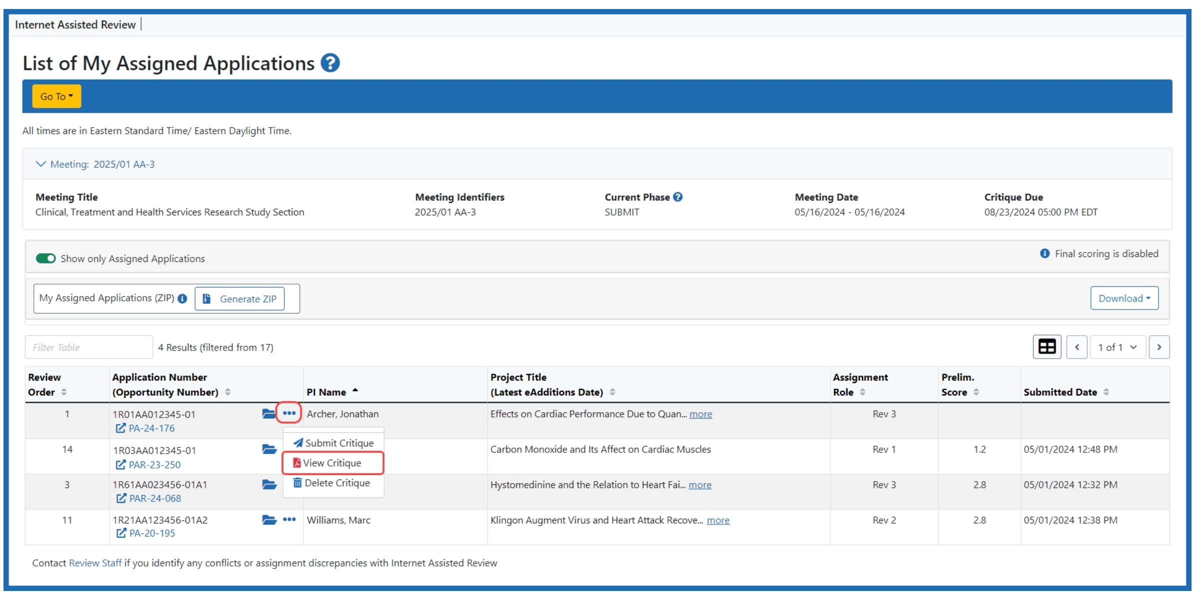


Figure 53: List of My Assigned Applications screen showing the View Critique option

Read and Edit Phases

During the Read and Edit Phases, a reviewer may be able to view their own critiques for each application in the meeting individually; all meeting critiques merged into one file; all critiques for a specific application merged into one file; all of their submitted critiques merged into one file; or all critiques for a reviewer's assigned applications merged into one file.

The following is a list of possible methods for viewing critiques while in the Read and Edit Phases. It should not be assumed that all methods are available to all Reviewers.

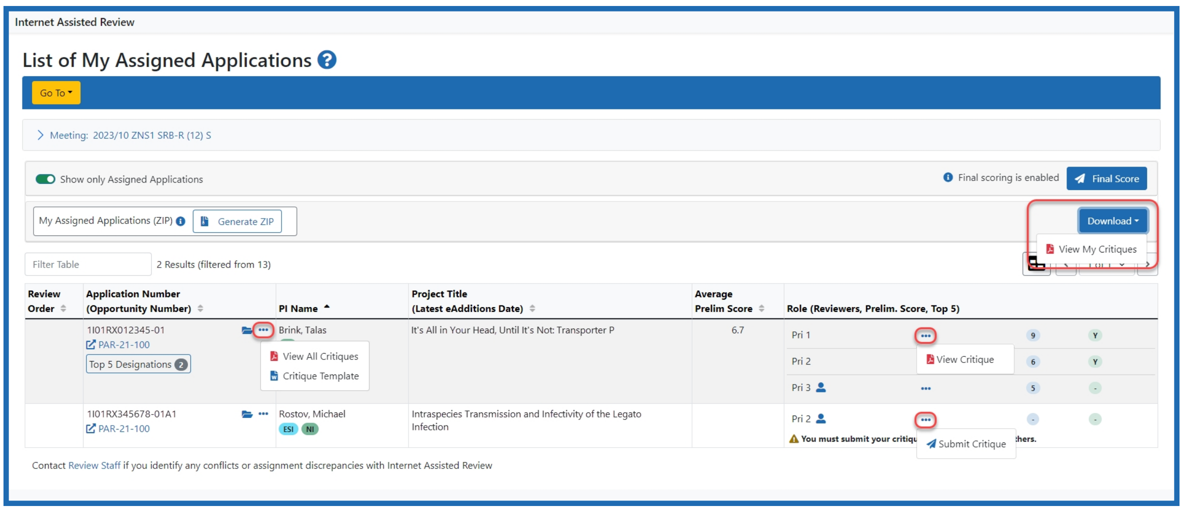


Figure 54: List of My Assigned Applications screen show View and Submit Critique options

- **[View Critique]** option under the three-dot ellipses icon in the **Role** column of an individual application

  Selecting this option opens a PDF document of a reviewer's critique for the specified application. A **[View Critique]** link is provided for each available reviewer's critique. Missing links indicate that a critique is not available or that the reviewer does not have access to it.

- **View All Meeting Critiques: By Appl** link

  Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by application number, with a secondary sort by reviewer role. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View All Meeting Critiques: By PI** link

  Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

  Selecting this option opens a PDF document of all critiques for all applications in the meeting – not just those submitted by the reviewer or applications assigned to the reviewer. The critiques are ordered by the last name of the applications' PIs, with a secondary sort on the reviewer assignment role. Multi-project applications are sorted by the parent application's PI. If the reviewer is in conflict with an application, the critiques for that application are omitted from the document.

- **View My Critiques** link, accessed by clicking the **Download** button

  Selecting this option opens a PDF document of all critiques submitted by the reviewer, regardless of assignment.

- **View All Critiques for Assigned Applications** link

  Displayed only if the SRO has unblocked the reviewer in the meeting *Control Center*.

  Selecting this option opens a PDF document of all critiques submitted for applications assigned to the reviewer. This includes the critiques of other Reviewers for these applications.

- **View All Critiques – [PDF]** link

  Selecting this option opens a PDF document of all critiques from all Reviewers for the specified application. The critiques are ordered by the reviewer assignment role. If the reviewer is in conflict with an application, this link is not displayed.

If the reviewer has not submitted scores, and the SRO has enabled the block feature for the reviewer, the **[View Critiques]** link is not present in the **Role** column and the **View**

All Critiques option is not displayed. These links also are not available when a reviewer is in conflict with an application.

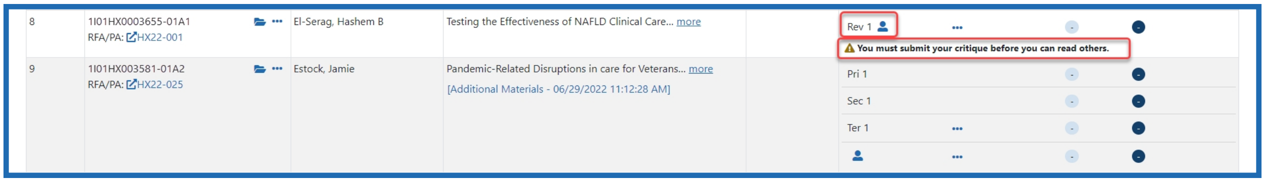


Figure 55: Portion of List of Applications screen showing warning message that you must submit a critique before view other's critiques

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TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Deleting Scores and Critiques

During the Submit Phase of a meeting, reviewers possess the ability to delete their own previously submitted critiques or scores. This is particularly useful in the event that a critique and/or scores were entered for the wrong application or need to be revised.

IMPORTANT: The **Delete Critique** link should only be used when the reviewer needs to remove both the critique and criteria scores. Reviewers may not realize that deleting the critique also deletes the criteria scores, which the system does not allow to exist without a critique.

If only the critique needs to be replaced, it is not necessary to follow the deletion steps below. Deleting the critique is not necessary before submitting a new one. If only the critique needs replacing, the **[Submit Critique]** link under the three-dot ellipses icon on the *List of My Assigned Applications* screen should be used. Refer to *Submit Critiques & Scores (Word Critiques)* on page 103 for more information.

NOTE: During the Edit Phase, scores and critiques can be modified using the **[Update Critique]** link under the three-dot-elllipses icon in the **Role** column. Refer to *List of Applications in Edit Phase* on page 93 for more information.

To delete critiques and/or scores:

1. Access the *List of Applications* screen for the meeting.

2. Locate the application from the list and select the **Delete Critique** link by clicking on the three-dot ellipsis icon.

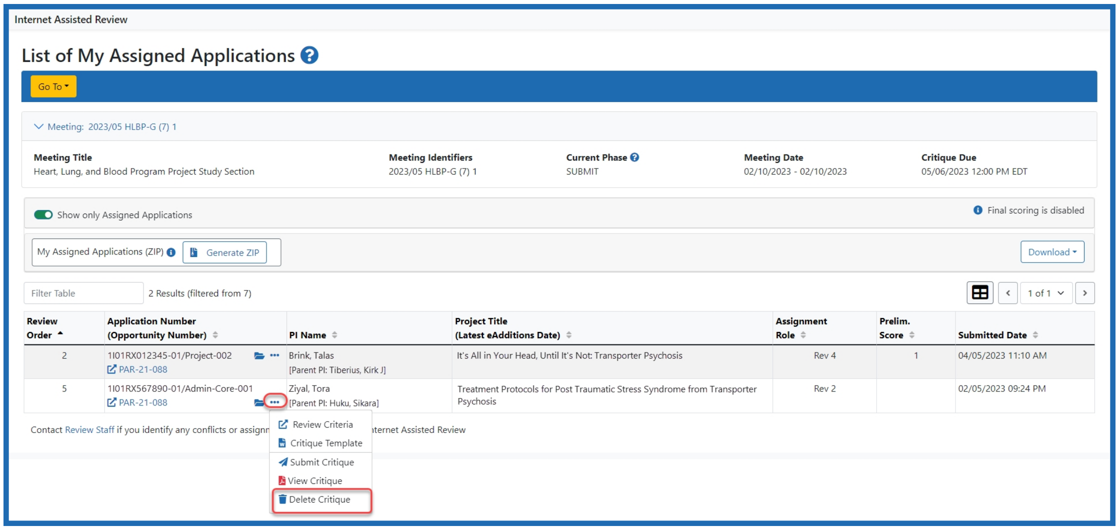

Figure 56: List of My Assigned Applications - Delete Option

The *Delete Critique/Score* screen displays options for deleting (refer to the Note below):

- **Critique and Top 5 designation (if any)**
- **Score and Top 5 designation (if any)**
- **Critique, Score, and Top 5 designation (if any)**

NOTE: Based on business rules in place, the **Critique and Top 5 designation (if any)** option may or may not be available for meetings following the NIH review business process (i.e., using scored criteria). The ability to delete only critiques is available if the assigned reviewer is a Discussant and the SRO* has set the option to allow Discussants to submit scores without critiques –or– if the reviewer is an unassigned reviewer and the SRO has set the option to allow Unassigned Reviewers to

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submit scores without critiques. For agencies outside of NIH (i.e., those following the old business process without scored criteria), the option is always available.

3. Select the radio button for the appropriate delete action and select the **Delete Critique** button.

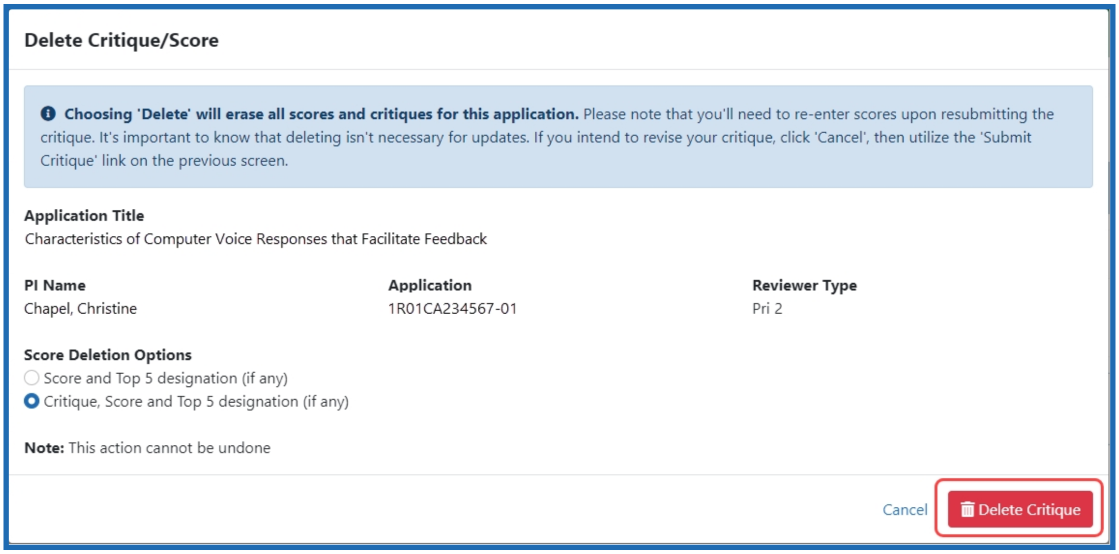

Figure 57: Delete Critique/Score Screen

A confirmation screen displays before the delete is committed. The Note on the screen indicates what will happen if the action is continued. Review this information to make sure the correct option has been selected and that the correct data is being removed.

4. Select the **Confirm** button to continue the action. Selecting **Cancel** will abort the deletion.

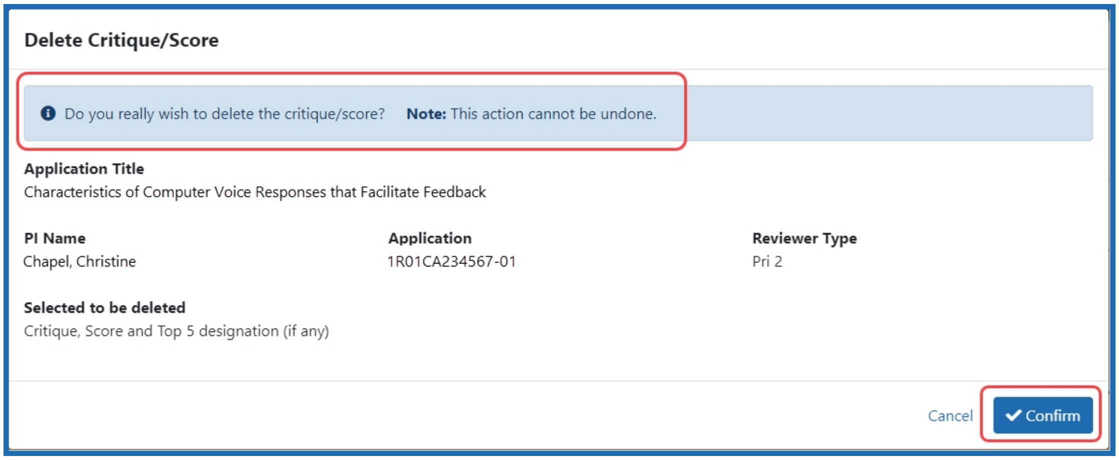

Figure 58: Delete Critique/Scores Confirmation

When confirmed, IAR displays a confirmation of what has been deleted. The top of the *List of My Assigned Applications* screen displays 'Success! Critique, Score and Top 5 designation (if any) has been deleted.'. Scores are removed and/or the uploaded PDF of the critique is deleted as appropriate, based on the delete option selected. If a critique is deleted, the Preliminary Summary Statement* is updated with the deleted critique removed. In the event that only scores have been deleted, the critique PDF document is updated to reflect the change in scores.

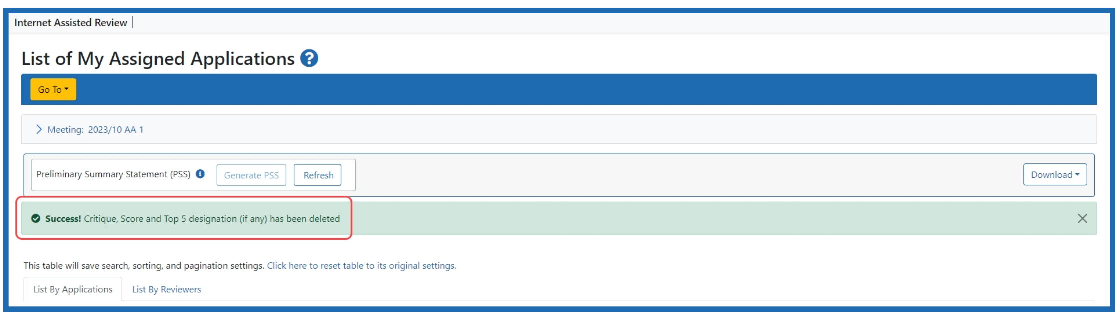

Figure 59: Deletion Successfully Completed

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Preliminary Score Matrix

Based on preliminary/overall impact scores entered by reviewers, the SRO* designates applications for the SRG to consider for streamlining.

In the *Preliminary Score Matrix*, a reviewer designated as the Chairperson or Acting Chairperson can see the preliminary overall/impact scores assigned by other reviewers for all applications in which the reviewer is not in conflict. The *Preliminary Score Matrix* also provides a means for viewing only those lower half applications as designated by the SRO. The *Preliminary Score Matrix* is available during the Read Phase from the *List of Applications* screen by selecting the **Preliminary Score Matrix** link from the Go To: menu.

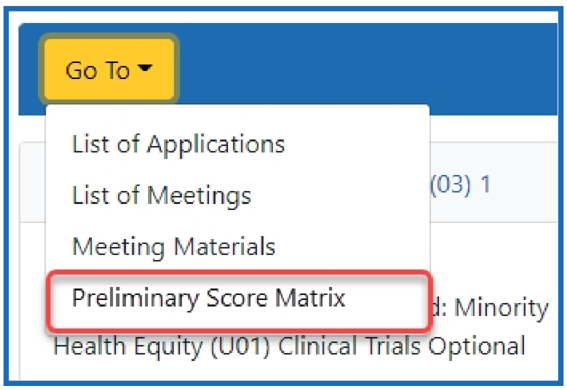

Figure 60: Preliminary Score Matrix Link

It can also be accessed from the *List of Meetings* screen by clicking on the three-dot ellipsis icon found in the Meeting column and then selecting the **Preliminary Score Matrix** option from the list.

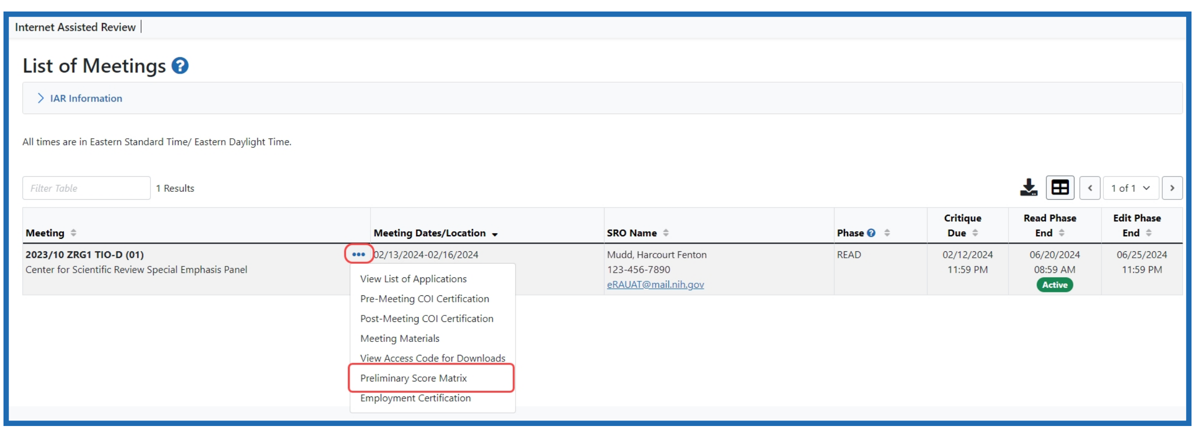

Figure 61: List of Meetings screen showing Preliminary Score Matrix link under the three-dot ellipsis icon

For each application in the meeting, the *Preliminary Score Matrix* displays all preliminary overall/impact scores from worst to best score as well as average score. If a reviewer has not submitted scores and the SRO has blocked access to reviewers who have not submitted scores, IAR blocks the scores for these applications in the **AVG** and **Preliminary Overall/Impact Scores [Worst to Best]** columns. A message You are blocked from seeing scores displays in the **Preliminary Overall/Impact Scores [Worst to Best]** column instead.

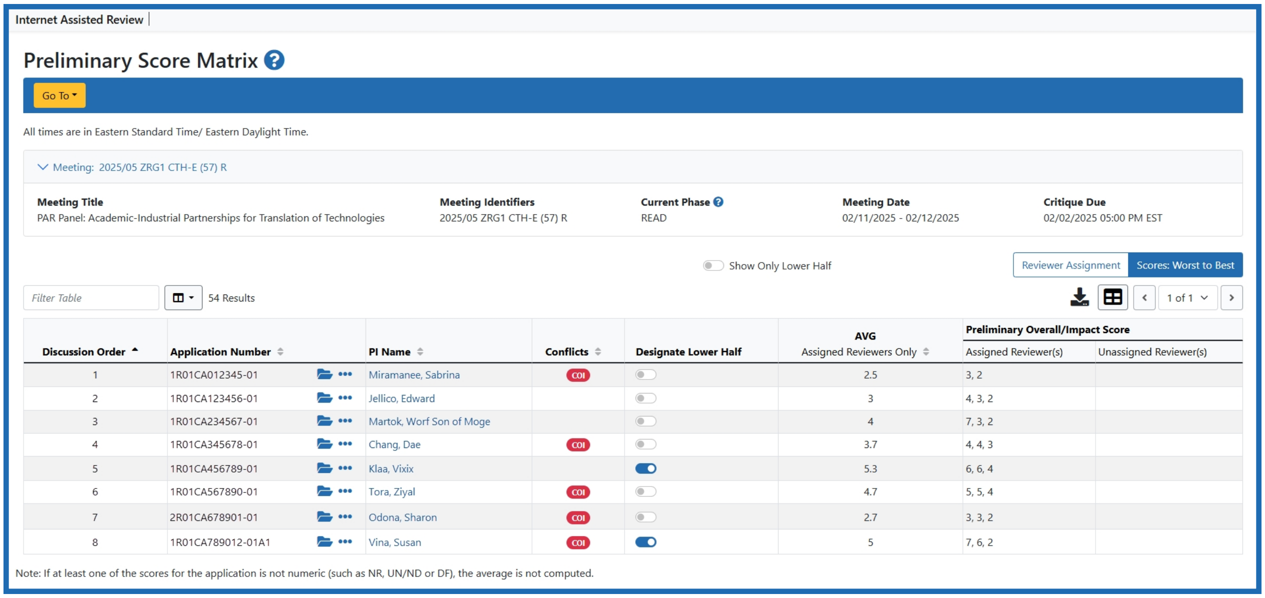

Figure 62: Preliminary Score Matrix Screen

The information on the screen can be sorted by either **Review Order**, or **Discussion Order**, **Application Number**, **PI Name**, or **AVG** (average score of assigned reviewers). Click the column title to specify the sort.

NOTE: If the Discussion Order has been set in Peer Review, the column will display applications by Discussion Order. If the Order of Review has been set and a Discussion Order does not exist, the applications will display Order of Review. If both Discission Order and Order of Review are not set, the applications will be arranged in alphabetical order by PI last name.

NOTE: In the case of Pioneer Meetings, if the SRO has indicated that only Phase 2 applications should be displayed, then the *Preliminary Score Matrix* displays only Phase 2 applications. In this case, the title of the screen reads as *Preliminary Score Matrix – Phase 2 Only*.

Lower Half

Applications designated as Lower Half are identified by the Lower Half toggle switches that are in the 'On' position.

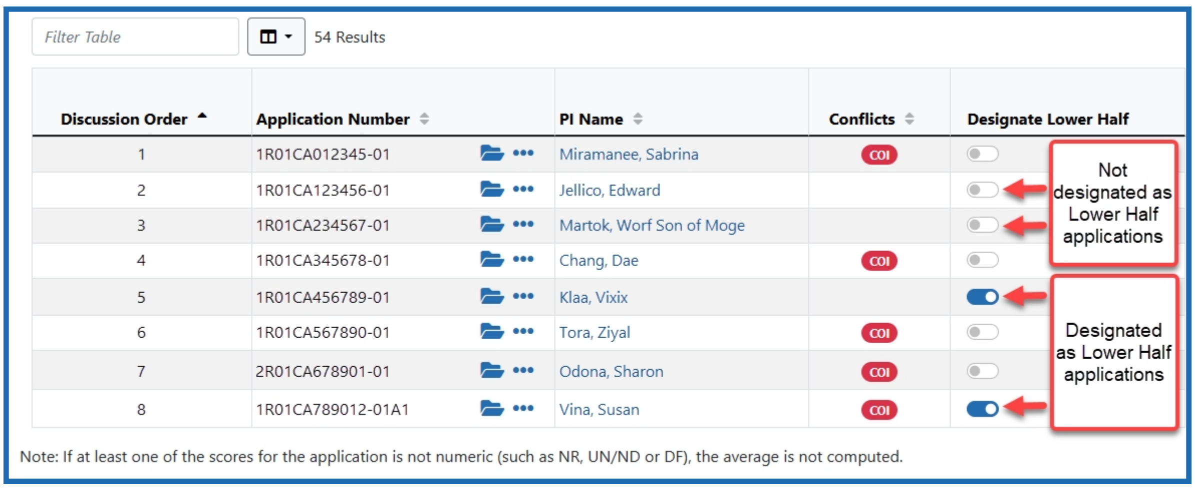

Figure 63: Preliminary Score Matrix screen showing the Lower Half applications

Export to Excel, PDF or Print

Use the Export tool icon to open the menu and select Excel to export the *Preliminary Score Matrix* to Microsoft Excel. The Excel version opens in a separate window with the same data as displayed on the screen in IAR. You can also export the table as a PDF or send the table to a printer for a hard copy.

In tables, you can filter, show and hide columns, download/print data, choose display options, and more. For information on table tools below, see *Standard Tools for Tables* on page 7.

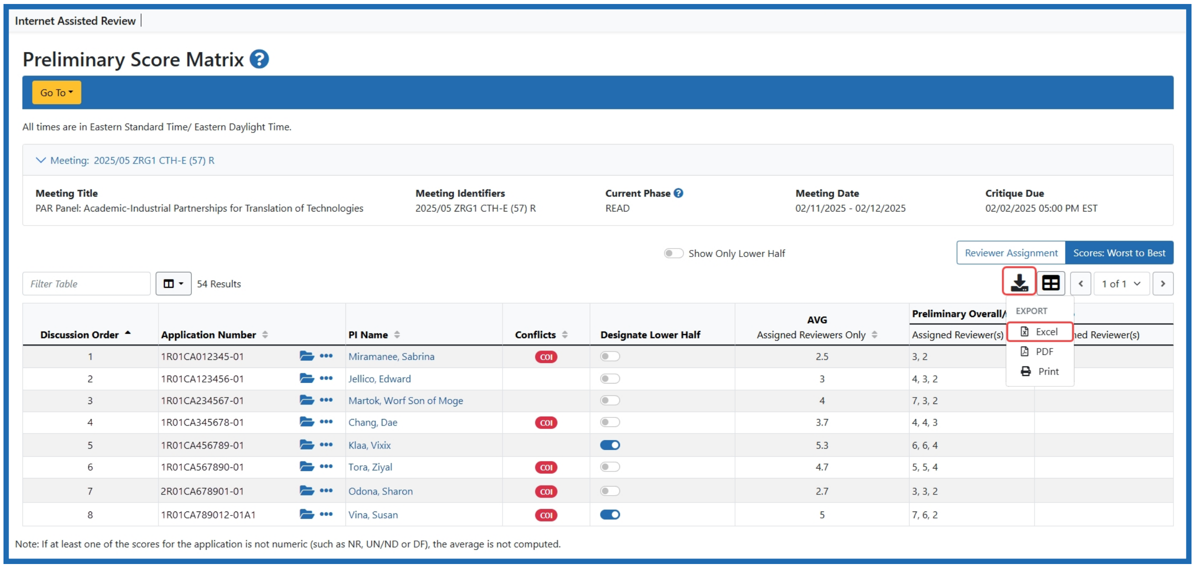

Figure 64: Preliminary Score Matrix showing the Export Tool icon and the menu.

Global Navigation

The global "Go To:" navigation menu is present on the following screens: *List of Applications*, *List of Meetings*, *Meeting Materials*, and *Preliminary Score Matrix*. The list of links may change, dependent upon the user's role.

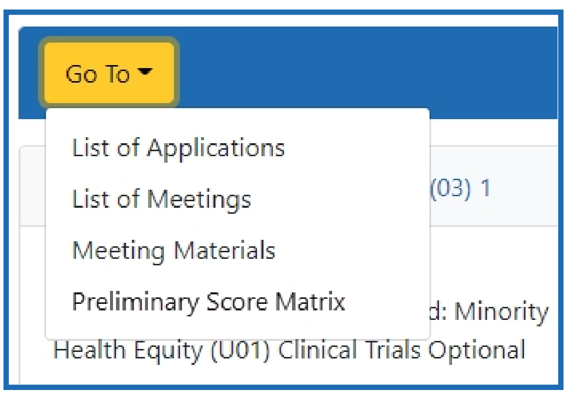

Figure 65: Global navigation menu

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Submit and Update Critiques and Scores After Submit Phase Deadline

If you miss the submit deadline, you can still submit or update your critiques and scores during the Read phase. The difference between the Submit phase and the Read phase is where you access the action menu to access the submit screen.

Accessing the *Submit Critique and Preliminary Score* Screen During the Submit Phase

From the *List of My Assigned Applications* screen (or the *List of Applications* screen), click on the three-dot ellipses icon in the **Application Name (Opportunity Number)** column. From the menu, click the **Submit Critique** option.

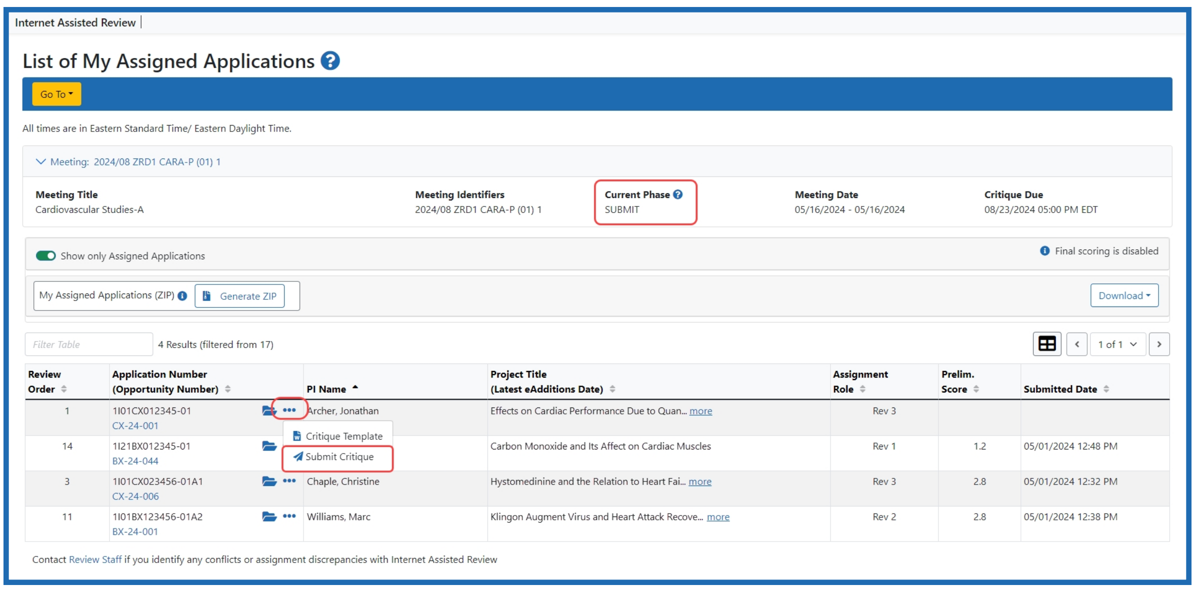

Figure 66: List of My Applications screen showing the Submit Critique option via the three-dot ellipses icon in the Application Number column.

This opens the *Submit Critique and Preliminary Score* screen. The *Submit Critique and Preliminary Score* screen is accessed in this way because as the reviewer, your focus is on evaluating the applications assigned to you and to the meeting. Therefor the action is associated with the application column.

Accessing the *Submit Critique and Preliminary Score* Screen During the Read Phase

During the Read phase of a meeting, reviewers who have already submitted critiques for their assigned applications can view the critiques and scores of other reviewers. Reviewers may submit late critiques if they had not done so in the Submit phase.

To submit critiques and scores during the Read phase, go to the *List of My Assigned Applications* screen (or the *List of Applications* screen) to access the *Submit Critique and Preliminary Score* screen.

During the Read phase, click on the three-dot ellipses icon in the **Role (Reviewers, Prelim. Score, Final Score)** column. If you have not submitted a critique and scores for the selected application, you see the **Submit Critique** option. If you have already submitted a critique and scores for the selected application, you see the **View Critique** option.

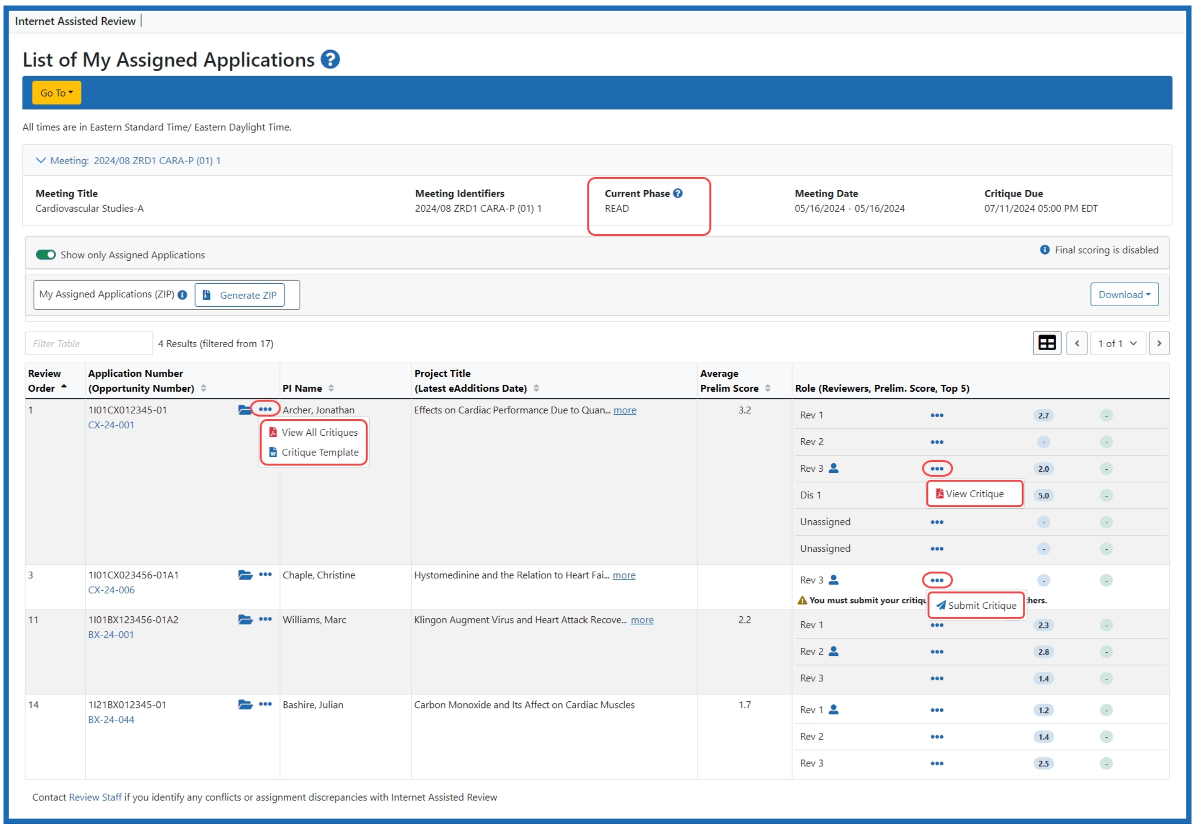

Figure 67: List of My Assigned Applications screen during the Read phase showing three-dot ellipses icon options.

Clicking **Submit Critique** opens the *Submit Critique and Preliminary Score* screen. The *Submit Critique and Preliminary Score* screen is accessed in this way because in the Read phase, the focus is on evaluating input of all the reviewers for the applications assigned to you and to the meeting. Therefore, the action is associated with the reviewers, so three-dot ellipses icon for accessing the *Submit Critique and Preliminary Score* screen is moved the **Roles** column.

NOTE: Reviewers cannot modify or resubmit critiques or preliminary scores already submitted during the Read phase, so the **Update Critique** option is not provided. You can only view your previously submitted critique and scores.

The three-dot ellipses icon in the **Application Number (Opportunity Number)** column opens one of two options:

- **View All Critiques**: Selecting this option opens a PDF document of all critiques from all Reviewers for the specified application. The critiques are ordered by the reviewer assignment role. If the reviewer is in conflict with an application, this link is not displayed.
- **Critique Template**: This is to access the template for applications for which you have not submitted a critique and scores. This single option appears when the SRO has configured the meeting to block reviewers from reading critiques if they have not submitted their own.

Accessing the *Submit Critique and Preliminary Score* Screen During the Edit Phase

NOTE: The Edit phase is an optional phase configured at the discretion of the SRO. During the Edit Phase, reviewers can submit updated critiques for their assigned applications and read critiques posted by themselves and others.

Once the Submit phase (or Read phase, if configured by the SRO) has ended and the meeting has moved into the Edit phase, you can still submit or update critiques and scores. As with the previous phases, you go to the *List of My Assigned Applications* screen (or the *List of Applications* screen) to access the *Submit Critique and Preliminary Score* screen.

During the Edit phase, click on the three-dot ellipses icon in the **Role (Reviewers, Prelim. Score, Final Score)** column. If you have not submitted a critique and scores for the selected application, you see the **Submit Critique** option. If you have already submitted a critique and scores for the selected application, you see **Update Critique** and **View Critique** options. Select **Update Critique** to make changes to your original submission, select **View Critique** to review your submission.

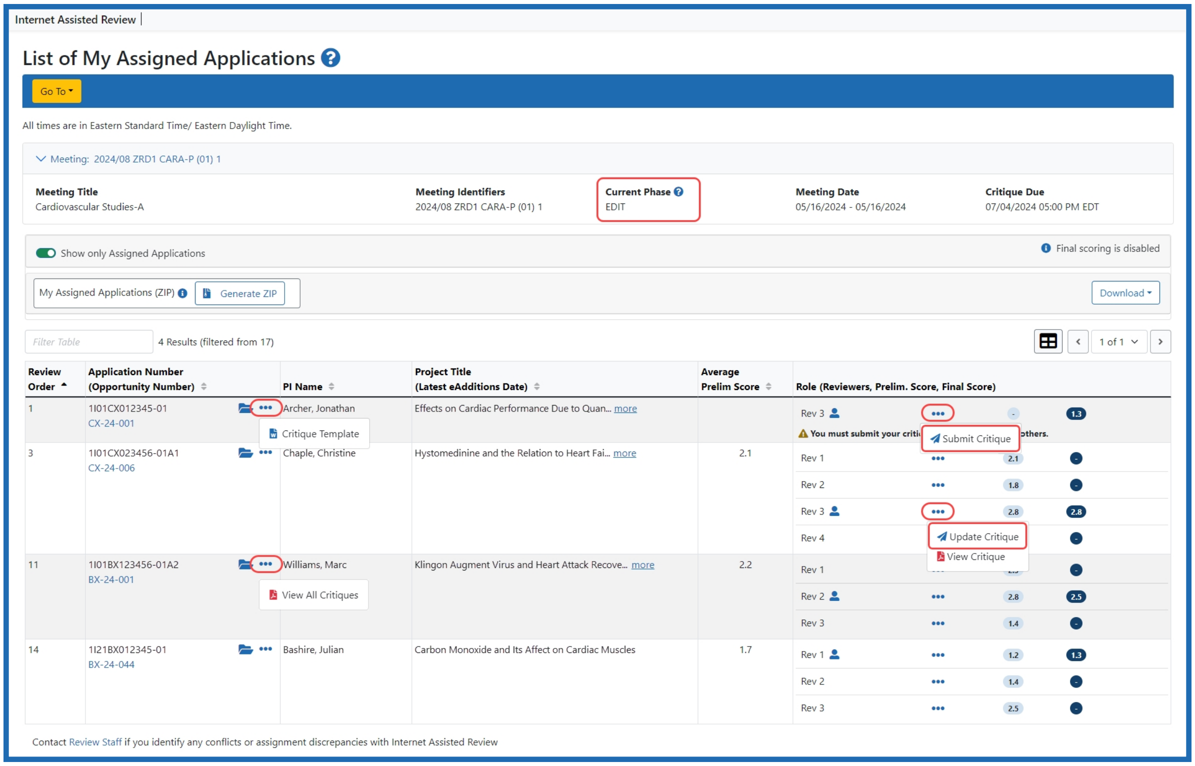

Figure 68: List of My Assigned Applications screen during the Edit phase showing the three-dot ellipses action options.

Clicking **Submit Critique** or **Update Critique** opens the *Submit Critique and Preliminary Score* screen. The *Submit Critique and Preliminary Score* screen is accessed in this way because, like the Read phase, the focus is on evaluating the input of all the reviewers and so the action is associated with the reviewer. Therefore, the three-dot ellipses icon for accessing the *Submit Critique and Preliminary Score* screen is moved the **Roles** column.

The three-dot ellipses icon in the **Application Number (Opportunity Number)** column shows the same options as in the Read phase: **View All Critiques** and **Critique Template**.

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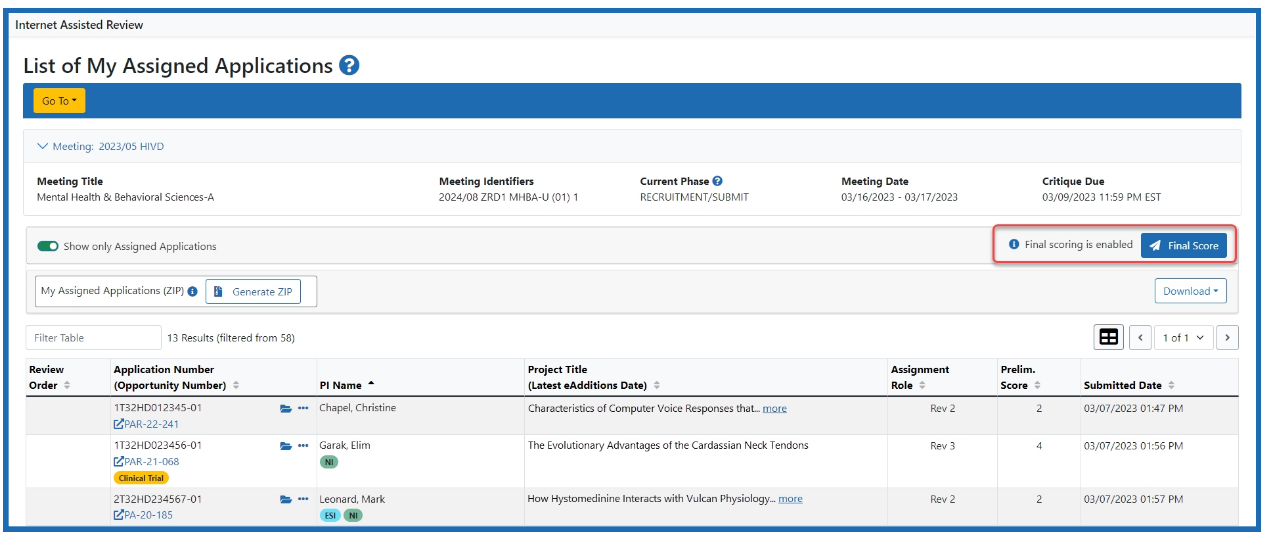
Enter Final Scores

If allowed by the SRO*, reviewers are able to submit final scores electronically in IAR within the score entry date and time range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. The *Final Score Sheet* allows reviewers to enter their final impact scores as well as criterion scores (if permitted by the SRO) if they changed as a result of the discussion. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score** button becomes enabled on the *List of Applications* screen.



NOTE: If the reviewer has not signed the pre-meeting COI, an alert message will be displayed with a link taking the reviewer to the certification for that meeting.

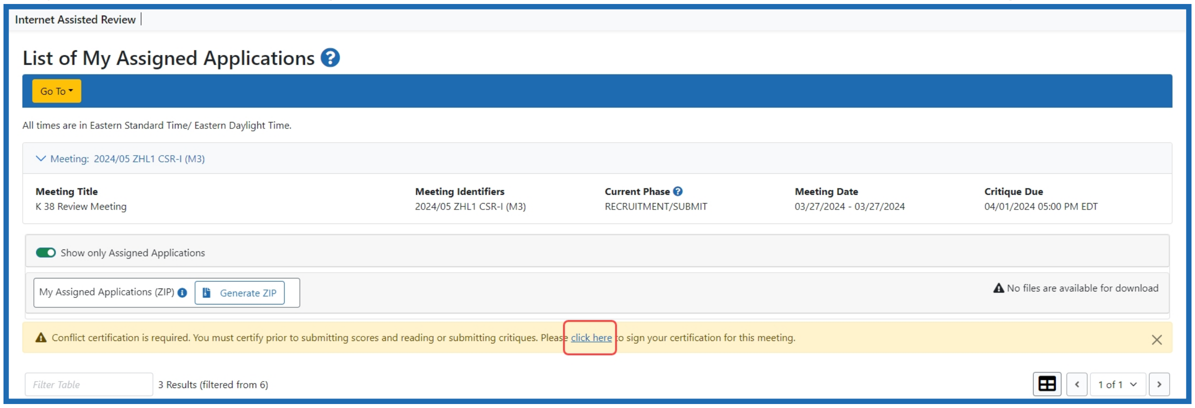


Figure 69: COI alert message and link to sign COI

To submit final scores:

1. Access the *List of All Applications* screen in IAR.
2. Select the **Final Score** button. This button is displayed on the screen only for reviewers allowed to submit final scores and only during the score entry date range for the meeting.

   The *Final Scores* screen opens for all applications in the meeting, showing **Order**, **Grant Application**, **PI Name**, **Assignment Role** (of the reviewer), **Criterion/Factor Scores** (if available), and **Final Score** fields. The information in the table can be sorted by selecting the column header of the information being sorted by.

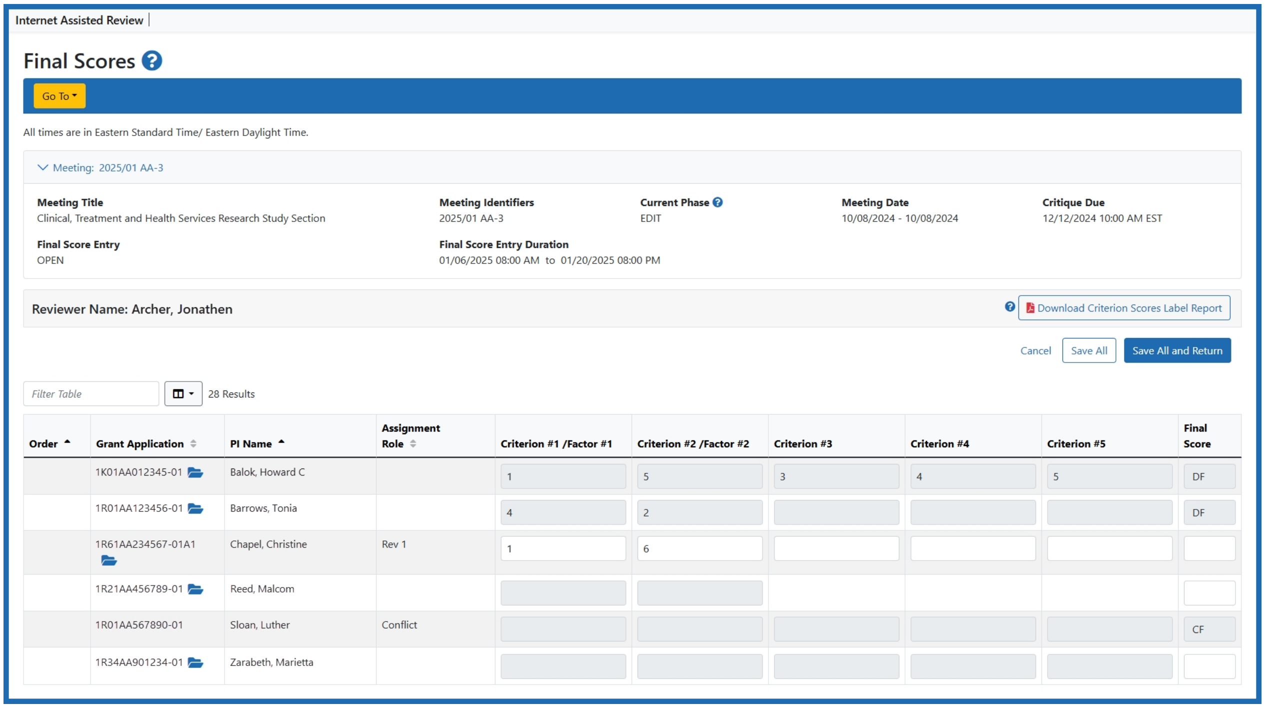


Figure 70: Final Score Sheet screen

NOTE: When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Scores* includes only those applications, and the title displays as *Final Scores – Phase 2 Applications Only*.

The **Criterion Scores Label Report** link opens the *Review Criteria Score Labels* report for the meeting. This report displays all applications per each RFA/PA in the meeting with a key defining the scores for each of the RFA/PAs (e.g., Criterion #1/Factor #1; Criterion #2/Factor #2;, Criterions #3, etc.).

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated. Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only as soon as the score is saved.

The ability to update criterion scores varies and may not be available for all applications. SROs must set up the meeting to allow criterion scores to display.

Additionally, several business rules are in place to ensure that the criterion scores are only displayed based on the meeting settings configured by the SRO.

The rules for displaying criterion scores are as follows:

- If the assigned reviewer has not submitted a critique before final scoring, criterion score fields are not displayed.
- If unassigned reviewers are permitted to submit scores (i.e., only scores – no critiques), the criterion score fields are displayed and editable.
- If unassigned reviewers are permitted to submit scores with a critique required as backup but have not submitted their required critique before final scoring, criterion score fields are not displayed.
- If unassigned reviewers are permitted to submit scores with a critique required as backup and have submitted their required critique, criterion score fields are displayed and editable.
- If a Discussant is required to submit a critique to support criterion scores and has not submitted the required critique before final scoring, the criterion score fields are not displayed.
- If a Discussant is required to submit a critique to support criterion scores and has submitted the critique before final scoring, criterion score fields are displayed and editable.
- If a reviewer is in conflict with an application, criterion score fields are not displayed.
- If an application already is scored as *DF*, criterion score fields are not displayed.

NOTE: The SRO determines whether to show subproject applications during final scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Scores* screen.

3. *Optional:* Update the existing **Criterion Scores** as needed.

4. Enter a **Final Score** for each application.

   Final scores may be entered numerically as 1 to 9 –or– with one of the following score codes below:

   ND – Not Discussed: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as ND.

   NR – Not Recommended: Applications marked NR are not recommended for further consideration.

   DF – Deferred: Applications marked deferred are moved to the next council round.

   NP – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

   AB – Abstain: The reviewer is abstaining from scoring the application.

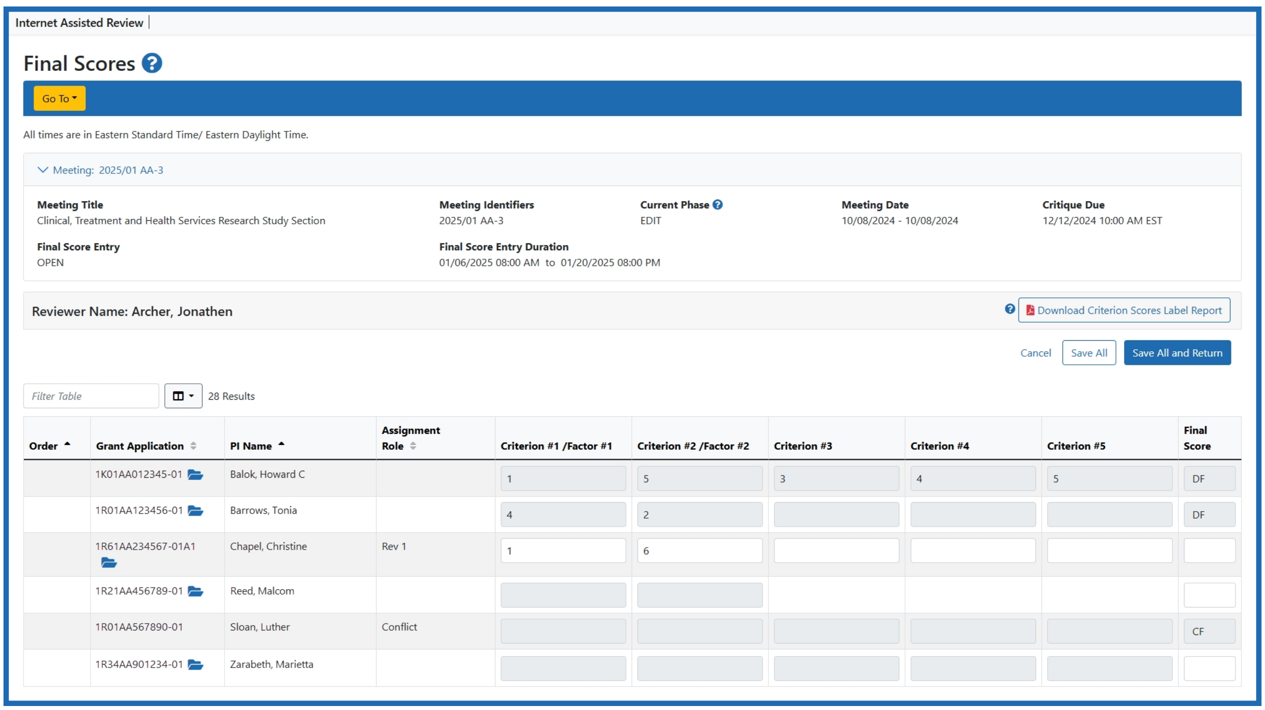


Figure 71: Reviewer's Final Score Sheet

5. Select the **Save All** button near the top of the table to save the changes.

Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

6. To save changes and leave the screen, select the **Save All and Return** button.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Review Criteria Score Labels Report

For reviews using scored criteria, the Review Criteria Score Labels report provides a key to the scores as defined by the different RFAs/PAs in the meeting (e.g., Score 1 – Significance; Score 2 – Investigator(s), Score 3 – Innovation, etc.). The report is divided by RFA/PA, showing the score definition as well as the applications submitted under that opportunity.

The button for the Criterion Scores Label Report is found on the *Final Scores* screen, which is accessed from the *List of Meetings* screen and clicking the three-dot ellipses icon in the **Meeting** column.

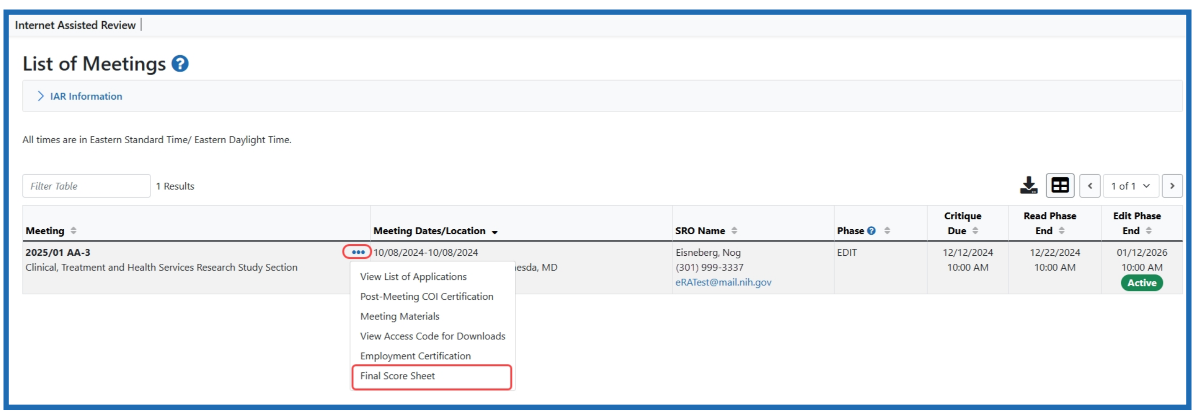


Figure 72: List of Meetings screen showing the Final Score Sheet option under the three-dot ellipses icon

It can also be accessed from the *List of My Assigned Applications* screen, under the **Go To** menu.

Figure 73: The Go To menu on the List of My Assigned Applications screenshow the Final Score Sheet option

Access the report by selecting the **Download Criterion Scores Label Report** button on the *Final Score Sheet*, which opens the report as a PDF in a separate window.

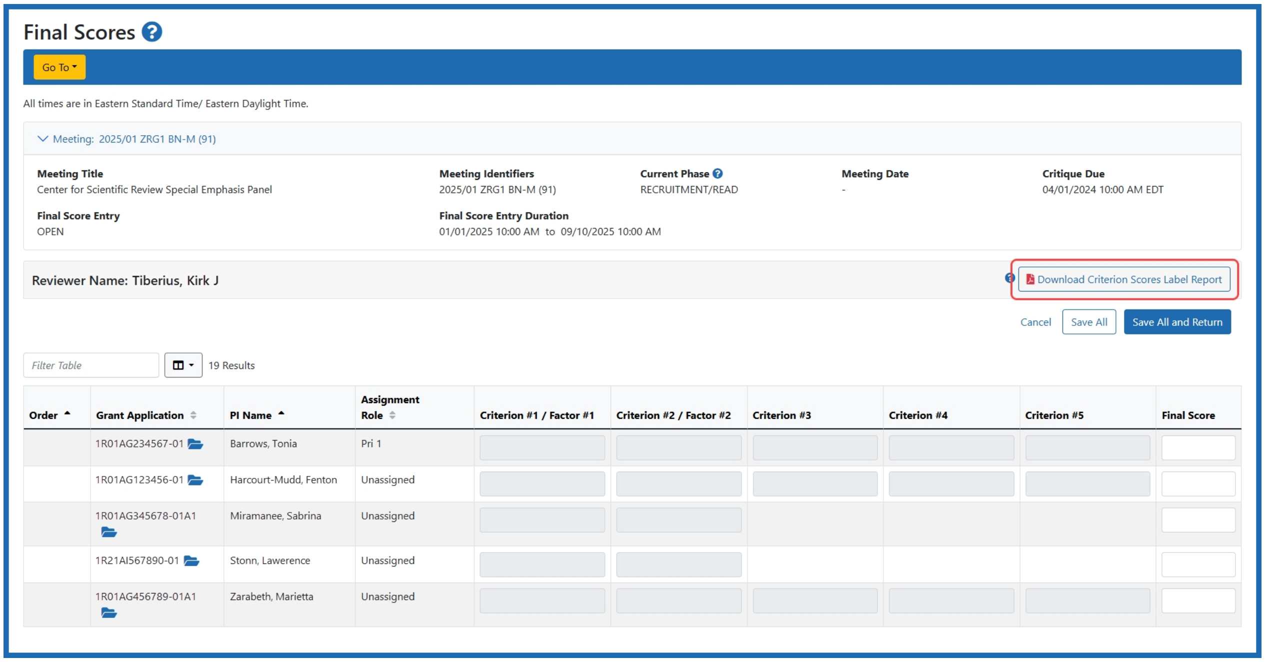


Figure 74: Criterion Scores Label Report Link on the Final Scores screen

Review Criteria Score
Center for Scientific Review Special Emphasis Panel
2025/01 Council ZRG1 HSS-C 02, 02/06/2025, Thomas Riker, SRO

Opportunity Number: **PA20-185 - NIH Research Project Grant (Parent R01 Clinical Trial Not Allowed)**

SCORE 1 - Significance
SCORE 2 - Investigator(s)
SCORE 3 - Innovation
SCORE 4 - Approach
SCORE 5 - Environment

1R01AG012345-01A1	Jellico, Edward
1R01CA123456-01A1	Polaski, Catherine
1R01DE234567-01	Miramanee, Sabrina
1R01HD345678-01A1	Serek, Sybok
1R01HD456789-01	T`Pau, Celia
1R01HD567890-01	Jones, Cyrano
1R01HD678901-01	Tiberius, Kirk J
1R01HL789012-01	Landru, Charles
1R01LM890123-01	Garak, Elim

Opportunity Number: **PA20-195 - NIH Exploratory/Developmental Research Grant Program (Parent R21 Clinical Trial Not Allowed)**

SCORE 1 - Factor 1. Importance of the Research (Significance and Innovation)
SCORE 2 - Factor 2. Rigor and Feasibility (Approach)

1R21AG901234-01A1	Leonard, Mark
1R21AG987654-01	Vina, Susan
1R21EB876543-01	Mudd, Harcourt Fenton

Opportunity Number: **PAR22-093 - Research on Current Topics in Alzheimer's Disease and Its Related Dementias (R01 Clinical Trial Optional)**

SCORE 1 - Factor 1. Importance of the Research (Significance and Innovation)
SCORE 2 - Factor 2. Rigor and Feasibility (Approach)

1R01AG765432-01	Harry, Kim

Opportunity Number: **PAR22-105 - Dissemination and Implementation Research in Health (R01 Clinical Trial Optional)**

SCORE 1 - Factor 1. Importance of the Research (Significance and Innovation)
SCORE 2 - Factor 2. Rigor and Feasibility (Approach)

1R01HL654321-01	Fleck, Silik
1R01HL543210-01	Odona, Sharon

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Figure 75: Review Criteria Score Labels Report

NIH Submit Critiques & Scores

Scoring for applications under the Simplified Review Framework (SRF) - NIH Only

NIH has implemented a simplified peer review framework (SRF) for the peer review of the majority of competing research project grant (RPG) applications. See Simplified Peer Review Framework for more information.

- Reviewers enter a 1-9 score (where 1 is exceptional and 9 is poor) for two factors: Importance of the Research; Rigor and Feasibility
- For the third factor: Expertise and Resources (Investigators and Environment) – reviewers choose from 'Appropriate' or 'Additional expertise and/or resources needed.'

Scoring for all other applications - NIH Only

The National Institutes of Health (NIH), the Agency for Healthcare Research and Quality (AHRQ), and the Centers for Disease Control and Prevention (CDC) follows the same procedures for submitting scores and critiques for all non-SRF applications.

- Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator (s), Innovation, Approach, Environment — all are scored.

Scoring applications - AHRQ/CDC

The Agency for Healthcare Research and Quality (AHRQ), and the Centers for Disease Control and Prevention (CDC) follows the same procedures for submitting scores and critiques.

- Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator (s), Innovation, Approach, Environment — all are scored.

Submit Critiques & Scores for Reviews using Factor Criteria (Simplified Review Framework)

Research Project Grants Under SRF

NIH has implemented a simplified peer review framework (SRF) for the peer review of the majority of competing research project grant (RPG) applications. The simplified peer review framework aims to better facilitate the mission of scientific peer review – identification of the strongest, highest-impact research – by:

1. Enabling peer reviewers to better focus on answering the key questions necessary to assess the scientific and technical merit of proposed research projects:
    - Should the proposed research project be conducted?
    - Can the proposed research project be conducted?
2. Mitigating the effect of reputational bias by refocusing the evaluation of investigator/environment to within the context of the proposed research.
3. Reducing reviewer burden by shifting policy compliance activities to NIH staff.

SRF retains the 5 review criteria but reorganizes them into three factors:

- Factor 1: Importance of the Research (Significance, Innovation)
- Factor 2: Rigor and Feasibility (Approach)
- Factor 2: Expertise and Resources (Investigators and Environment)

To understand more about SRF and the activity codes impacted by SRF, please visit Simplified Peer Review Framework.

Scoring for applications under the Simplifying Review Framework

- Reviewers enter a 1-9 score (where 1 is exceptional and 9 is poor) for two factors: Importance of the Research Rigor and Feasibility
- For the third factor: Expertise and Resources (Investigators and Environment) –

reviewers choose from 'Appropriate' or 'Additional expertise and/or resources needed.'

To submit critiques and scores (NIH):

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The *List of My Assigned Applications* screen displays, showing only the applications assigned to the reviewer.

   Optional: Move the **Show only Assigned Applications** toggle switch to the off position to display all applications in the meeting.

2. Select the **Submit Critique** option from the three-dot ellipses icon in the **Application Number (Opportunity Number)** column.

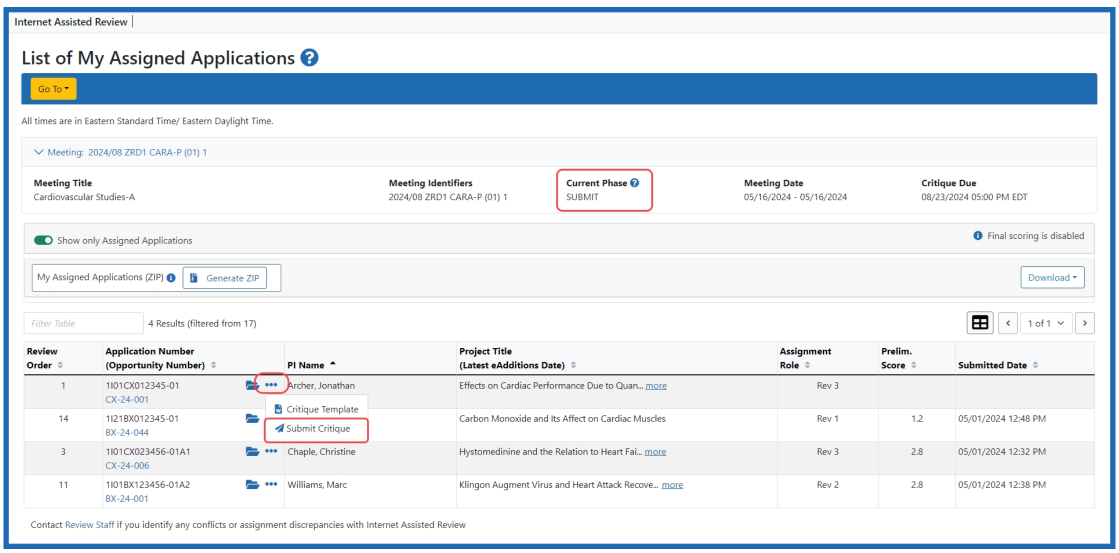


Figure 76: List of My Assigned Applications screen showing action options under the three-dot ellipses icon

3. The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or submitting a critique, select the **Back to List of Applications** link at the top of the screen.

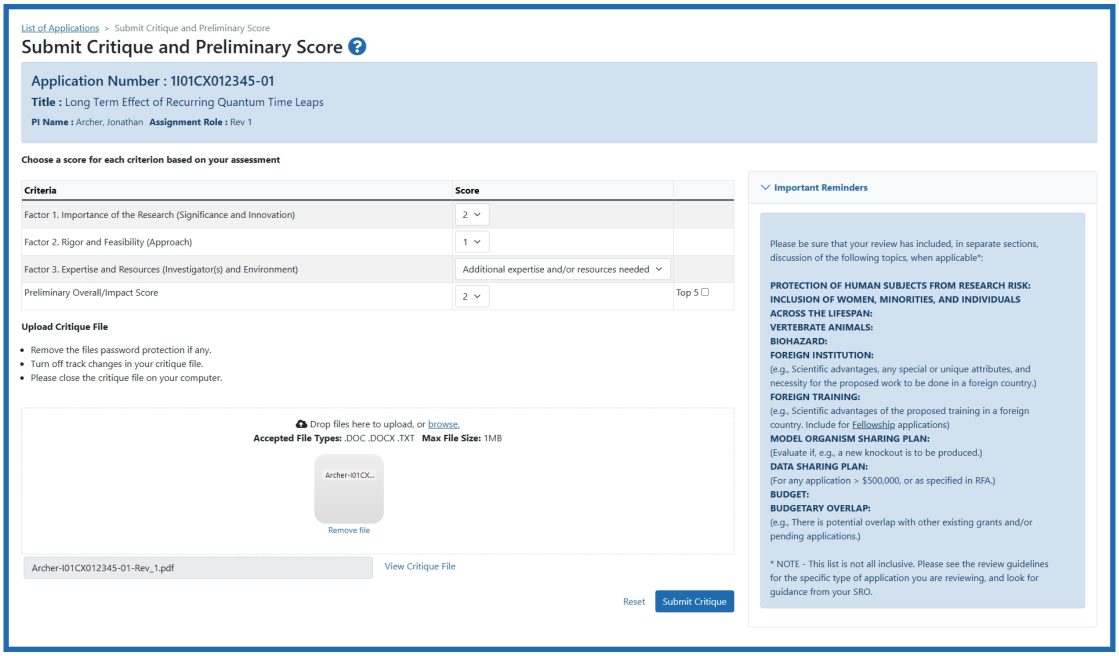


Figure 77: Submit Critiques and Preliminary Score screen for SRF opportunities

4. Select a factor score (1–9) from the drop-down lists for Factor 1: Importance of the Research *(Significance and Innovation)*, and Factor 2: Rigor and Feasibility *(Approach)*.

5. Based on your evaluation, from the Factor: 3 Expertise and Resources *(Investigator (s) and Environment)* menu, select either **Appropriate**, or **Additional expertise and/or resources needed.**

6. Select a preliminary score (1–9) from the drop-down list for the Preliminary Overall/Impact.

   Optional: If configured by the SRO, you can designate the application as a Top 5 candidate by checking the corresponding checkbox in the Preliminary Overall/Impact section.

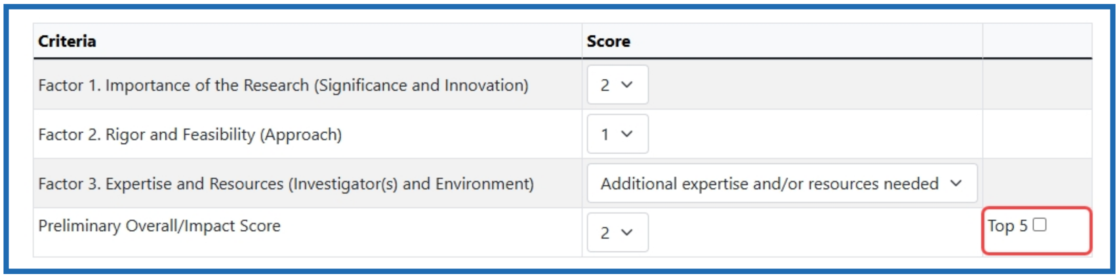


Figure 78: Top 5 checkbox on the Submit Ciritque and Preliminary Score screen

7. Upload a critique file by selecting the **Browse** button, searching for the file, and uploading. You can only upload MS Word or Text files (.doc, .docx., .txt).
8. Select the **Submit Critique** button to submit. If needed, select the **Reset** button to clear the form if you wish to make changes before submission.

Submit Critiques & Scores for Reviews not using Factor Criteria

The National Institutes of Health (NIH) utilizes a 9-point rating scale (1 = exceptional; 9 = poor) in whole numbers (no decimals). In addition, each reviewer assigned to an application gives a preliminary Overall Impact score for that application.

Scoring for all other applications

- Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator (s), Innovation, Approach, Environment — all are scored.

If your meeting is using online critiques, see Submitting an Online Critique.

NIH Policy Guidance

- Scoring System and Procedure
- Additional Scoring Guidance for Research Applications

To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

The *List of Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Select the **List of Applications** link to display all applications in the meeting.

3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Role** column.

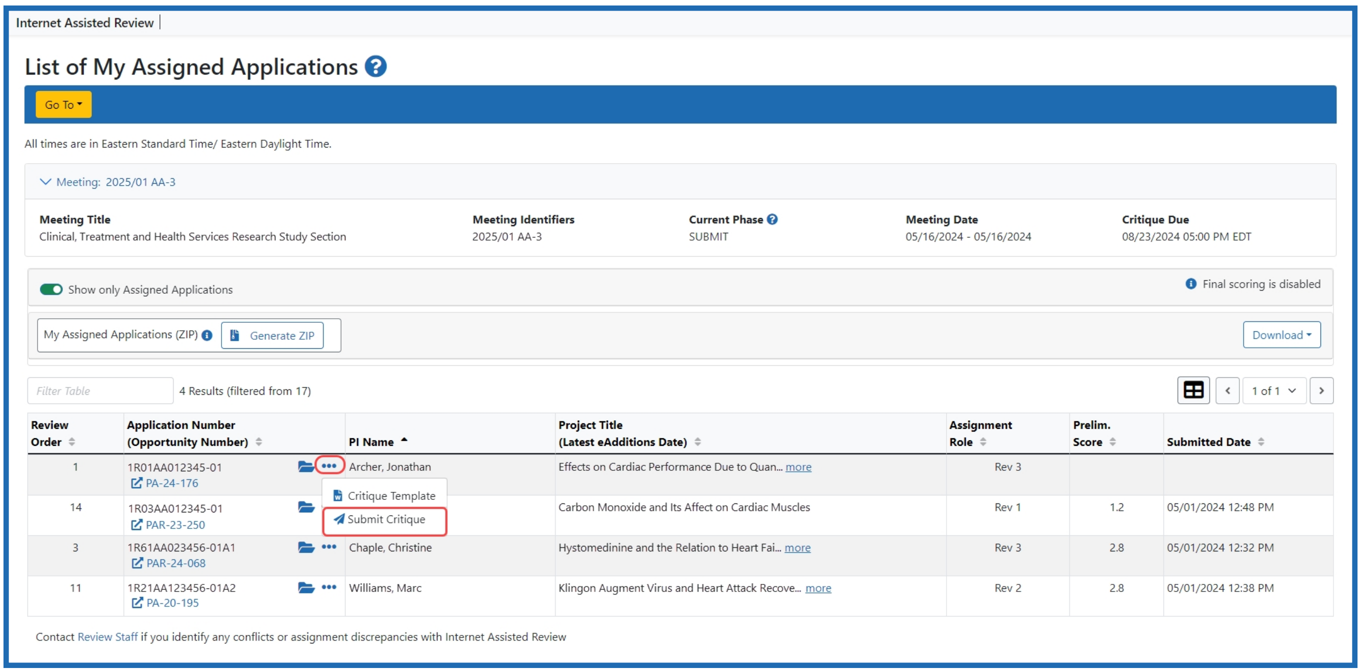


Figure 79: List of My Assigned Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.

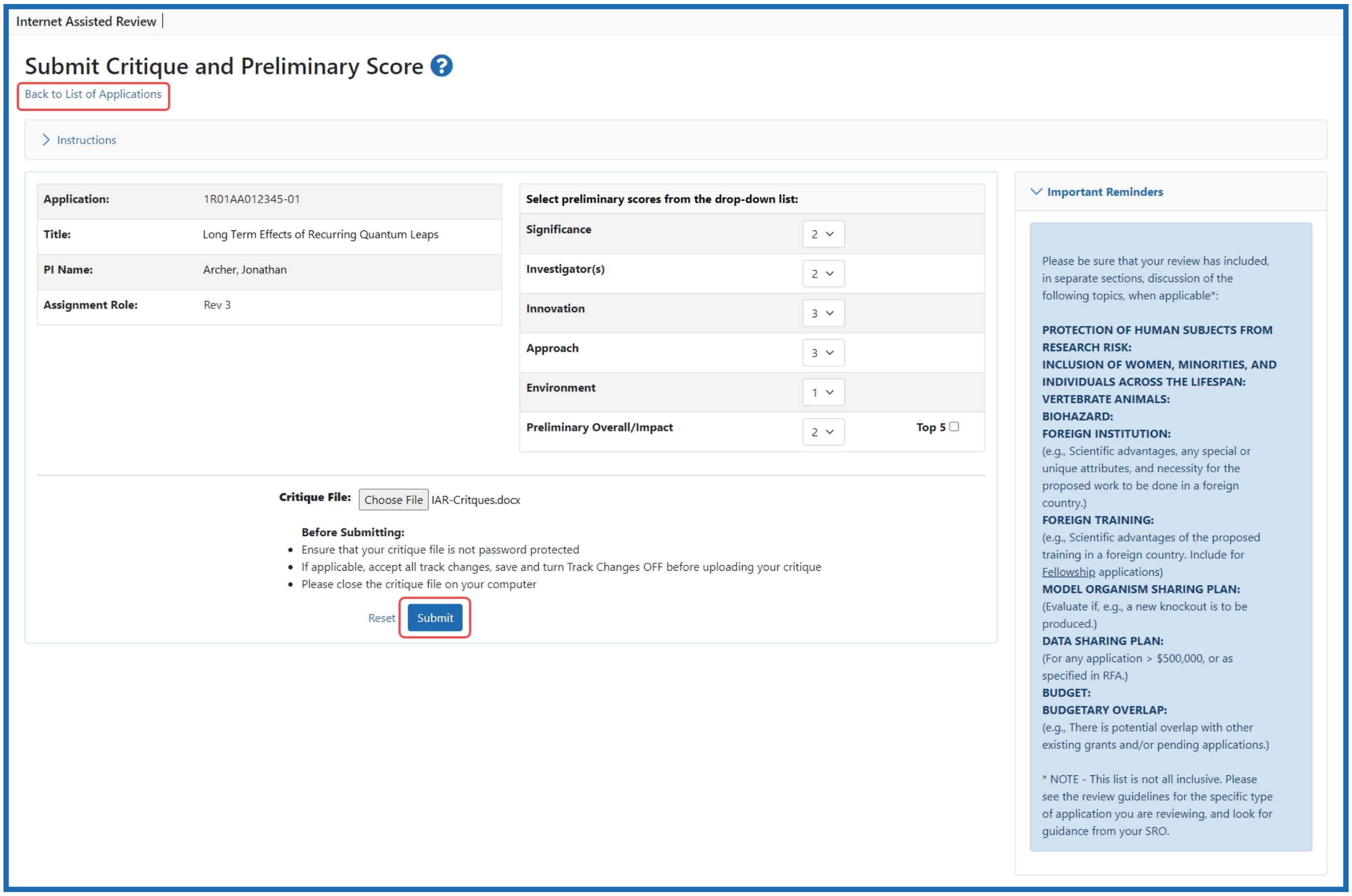


Figure 80: Submit Critique and Preliminary Score Screen

NOTE: During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the **Final Score** also displays during the Edit phase, as read-only above the **Critique File**.

---

4. *Optional:* Select a criterion score (**1–9**) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.

5. *Optional*: Select a preliminary score (**1–9**) from the drop-down list for the **Preliminary Overall/Impact**.

6. *Optional and Only if Top 5 Designation is applicable*: Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO*.

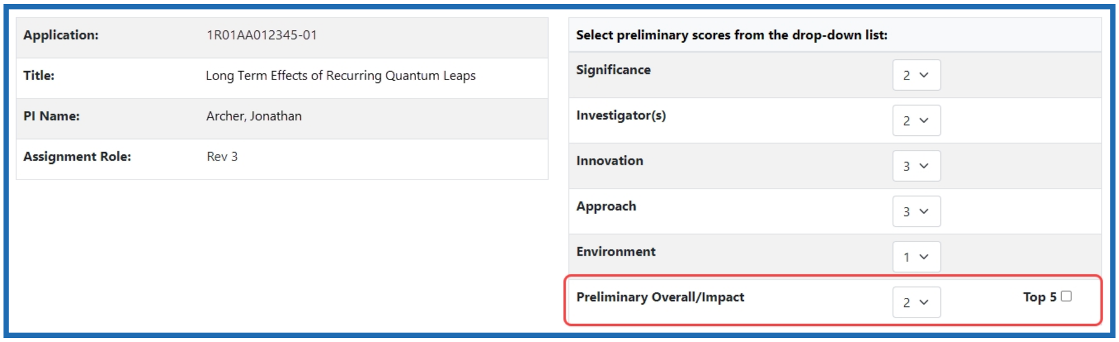


Figure 81: Top 5 Checkbox

If 5 other applications have already been designated as Top 5, IAR displays the following error: You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5. In this case, access the other Top 5 applications via the *List of My Assigned Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

8. Select the **Submit** button.

NOTE: Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen then displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

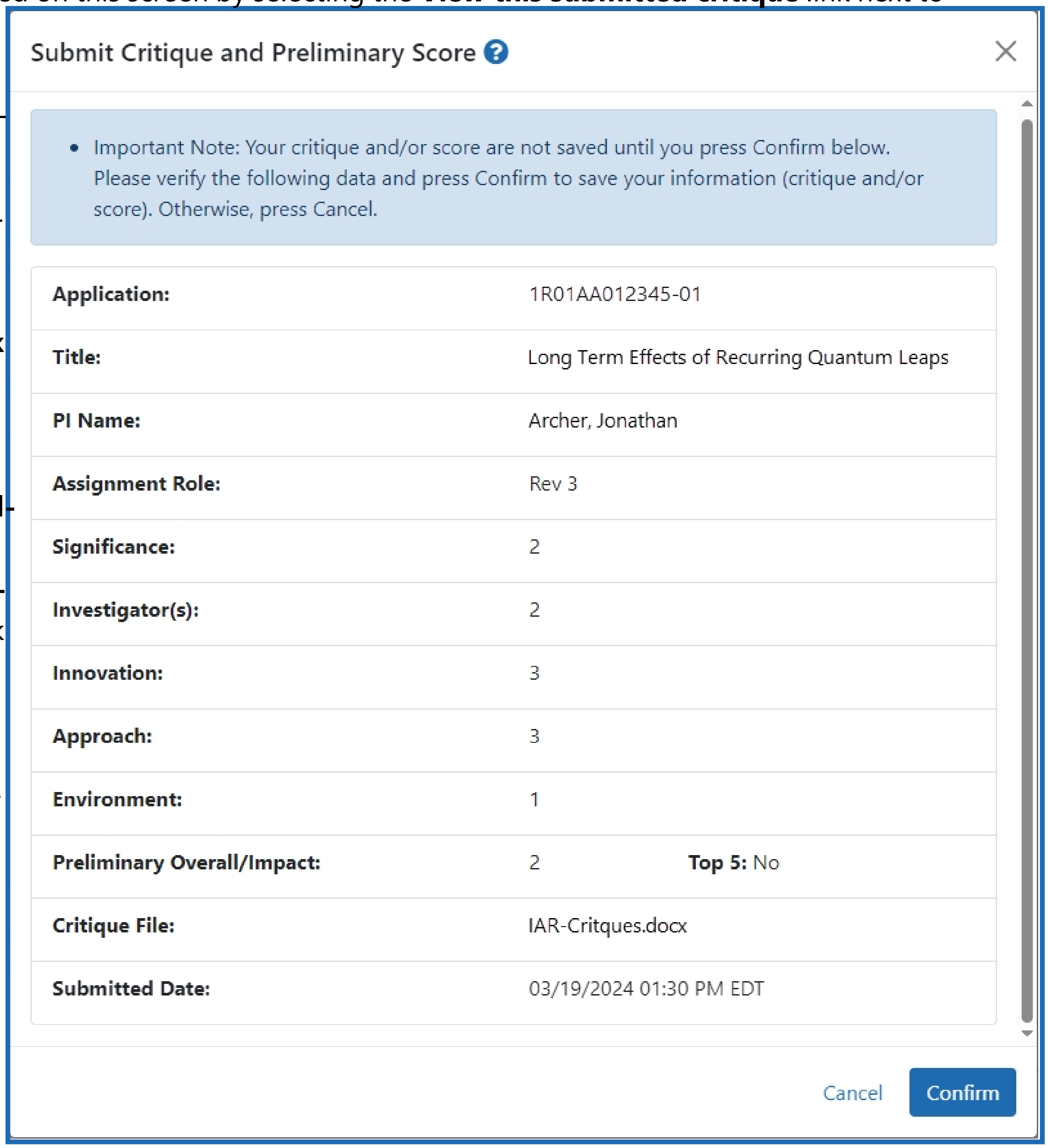
If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

9. Select the **Confirm** button to continue uploading the scores and critique.

Figure 82: Confirming Preliminary Score and Critique

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

10. Select the **Back to List of Applications** link to exit this screen.



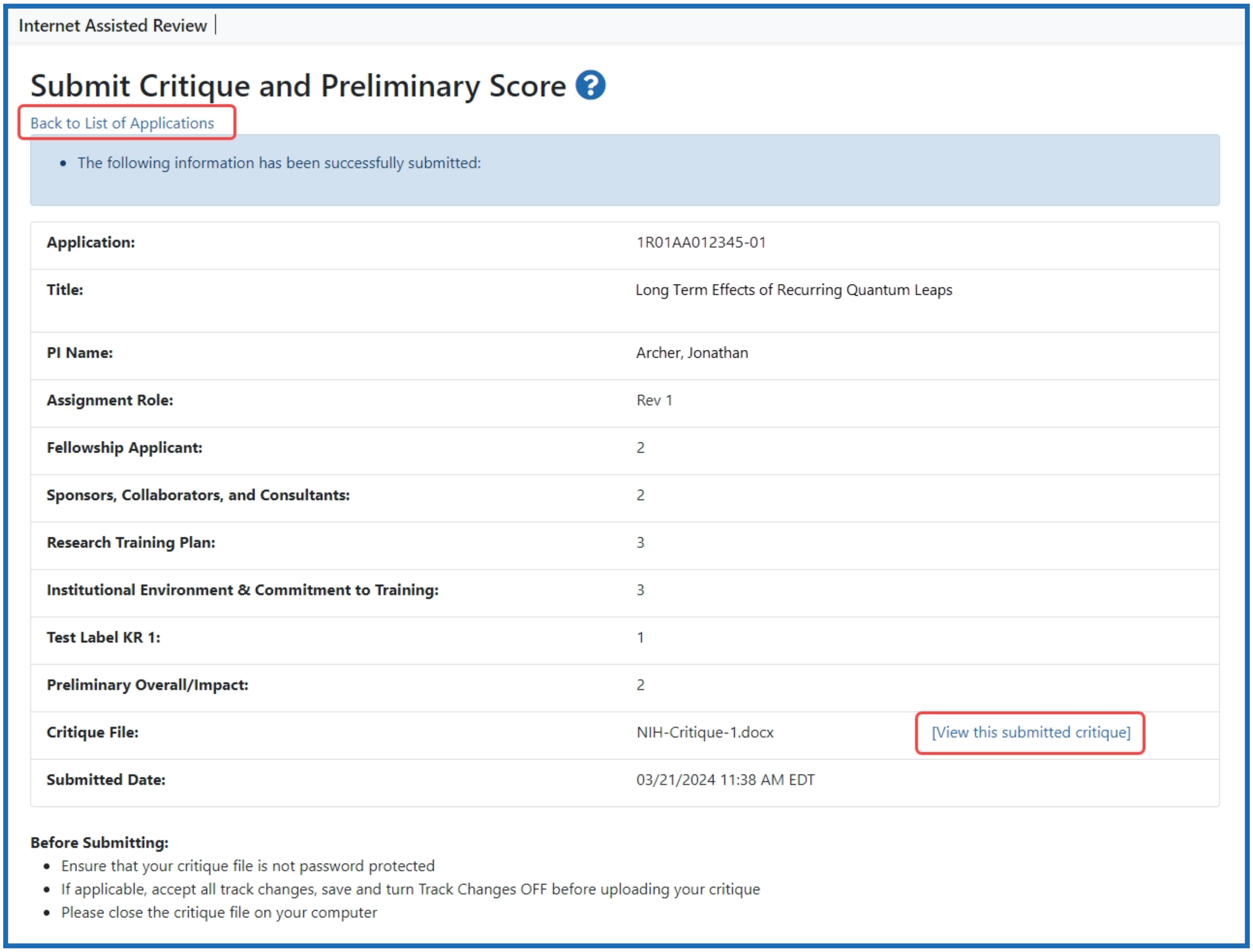


Figure 83: Successfully Submitted Critique and Preliminary Score

When returned to the *List of My Applications*, you find the action options to update, or view delete your critique in the **Application Number (Opportunity Number)** column.

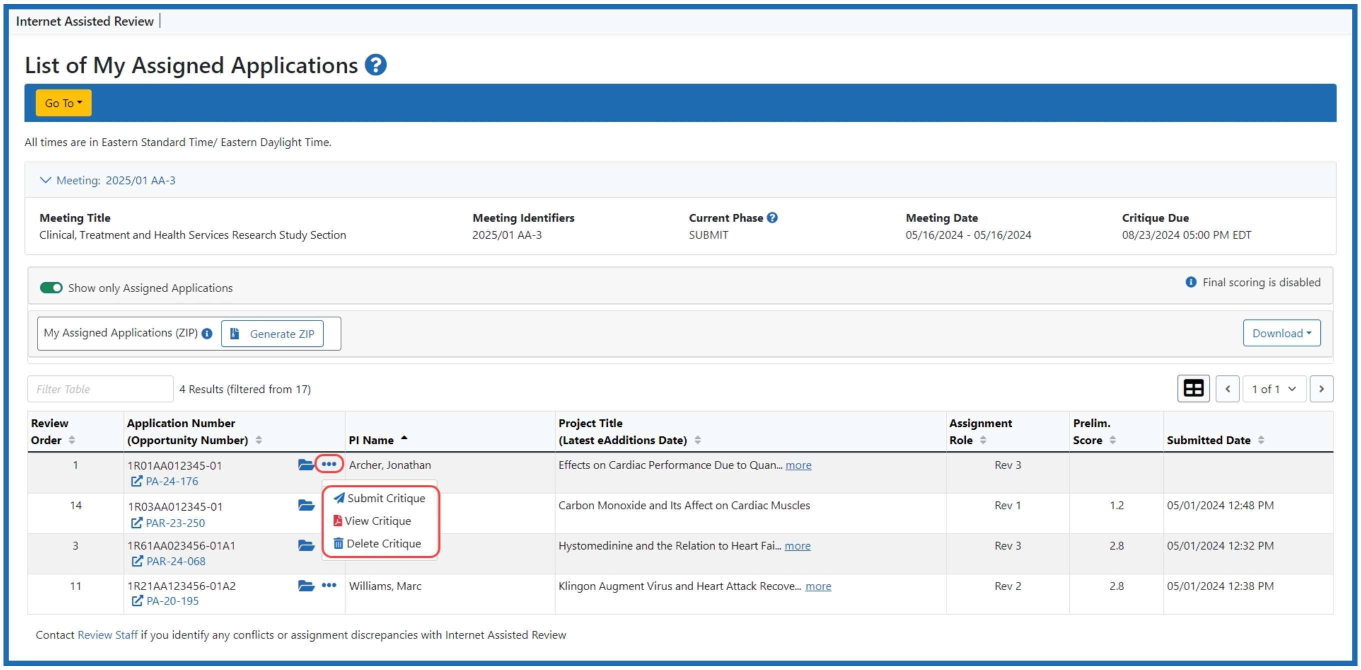


Figure 84: Preliminary Score, Submitted Date, and New Actions for Submitted Critique

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

NOTE: If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: Please sign your pre-meeting Conflict of Interest Certification in IAR system. Refer to the help topic titled, Refer to *Certifying Conflicts of Interest* on page 326 for more information.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

AHRQ - Submit Word Critiques & Scores

The Agency for Healthcare Research and Quality (AHRQ) follows the same basic procedures as those for the National Institutes of Health (NIH) for submitting scores and critiques.

Scoring for Applications

- Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator (s), Innovation, Approach, Environment — all are scored.

If your meeting is using online critiques, see Submitting an Online Critique.

Policy Guidance

- Scoring System and Procedure
- Additional Scoring Guidance for Research Applications

To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The *List of Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Select the **List of Applications** link to display all applications in the meeting.

3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Application Number (Opportunity Number)** column.

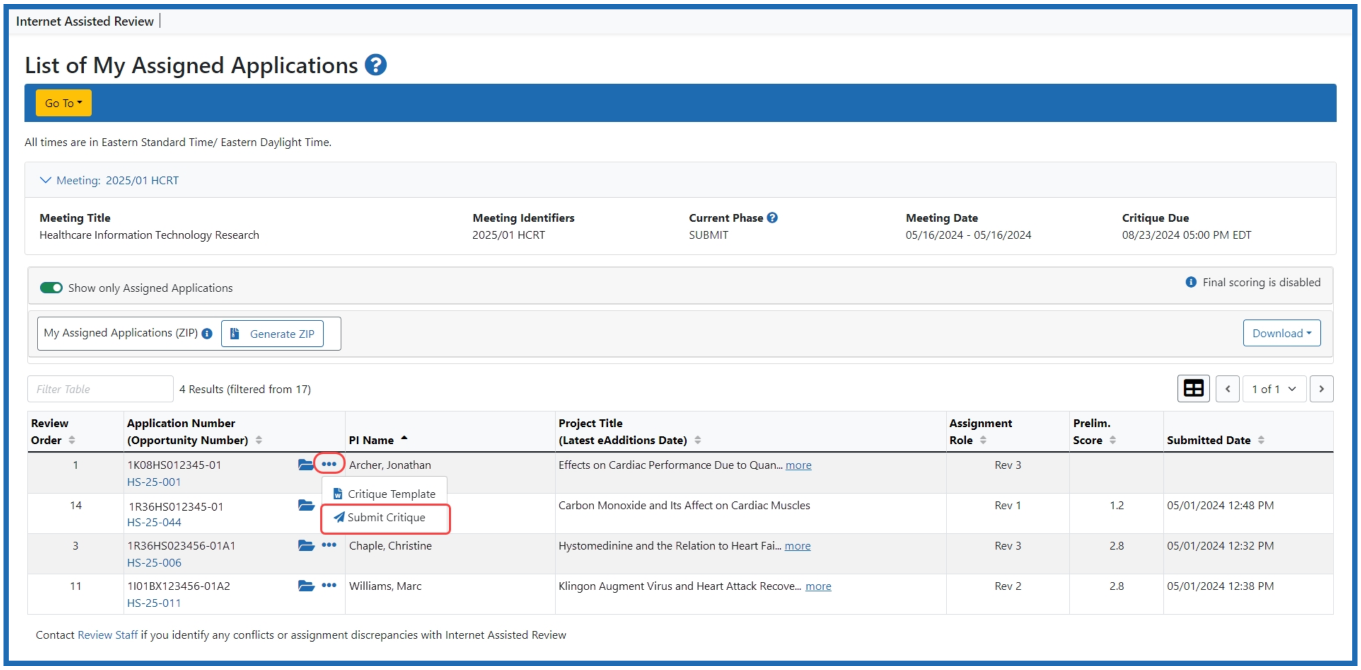


Figure 85: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.

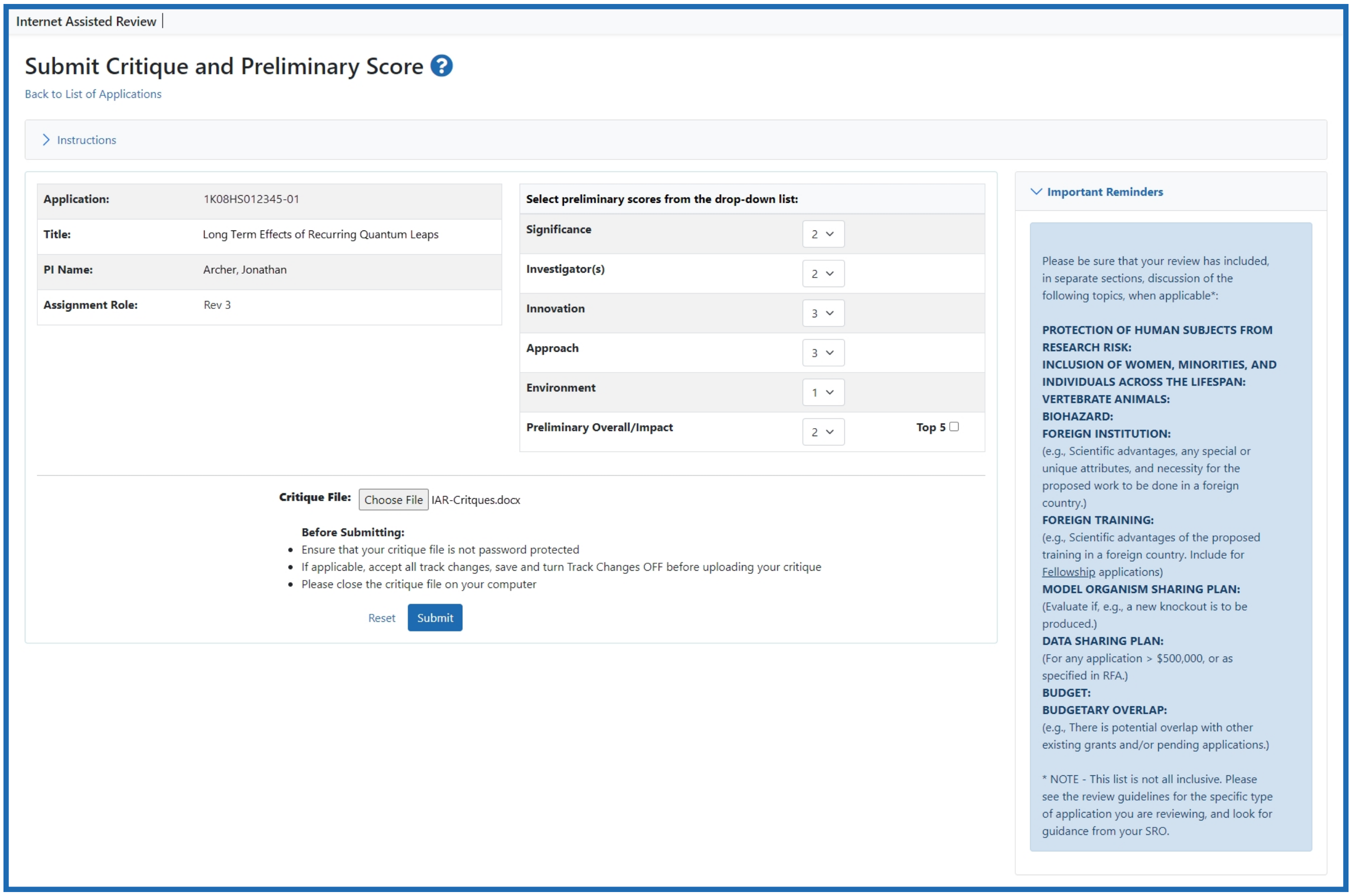


Figure 86: Submit Critique and Preliminary Score Screen

NOTE: During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the **Final Score** also displays during the Edit phase, as read-only above the **Critique File**.

4. *Optional:* Select a criterion score (**1–9**) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.

5. *Optional*: Select a preliminary score (**1–9**) from the drop-down list for the **Preliminary Overall/Impact**.

6. *Optional and Only if Top 5 Designation is applicable*: Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO*.

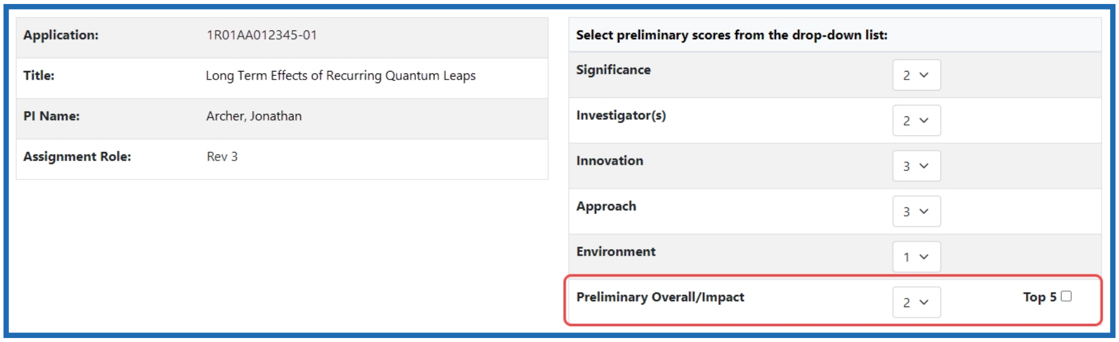


Figure 87: Top 5 checkbox on the Submit Critique and Preliminary Score screen

If 5 other applications have already been designated as Top 5, IAR displays the following error: You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5. In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

8. Select the **Submit** button.

NOTE: Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen then displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

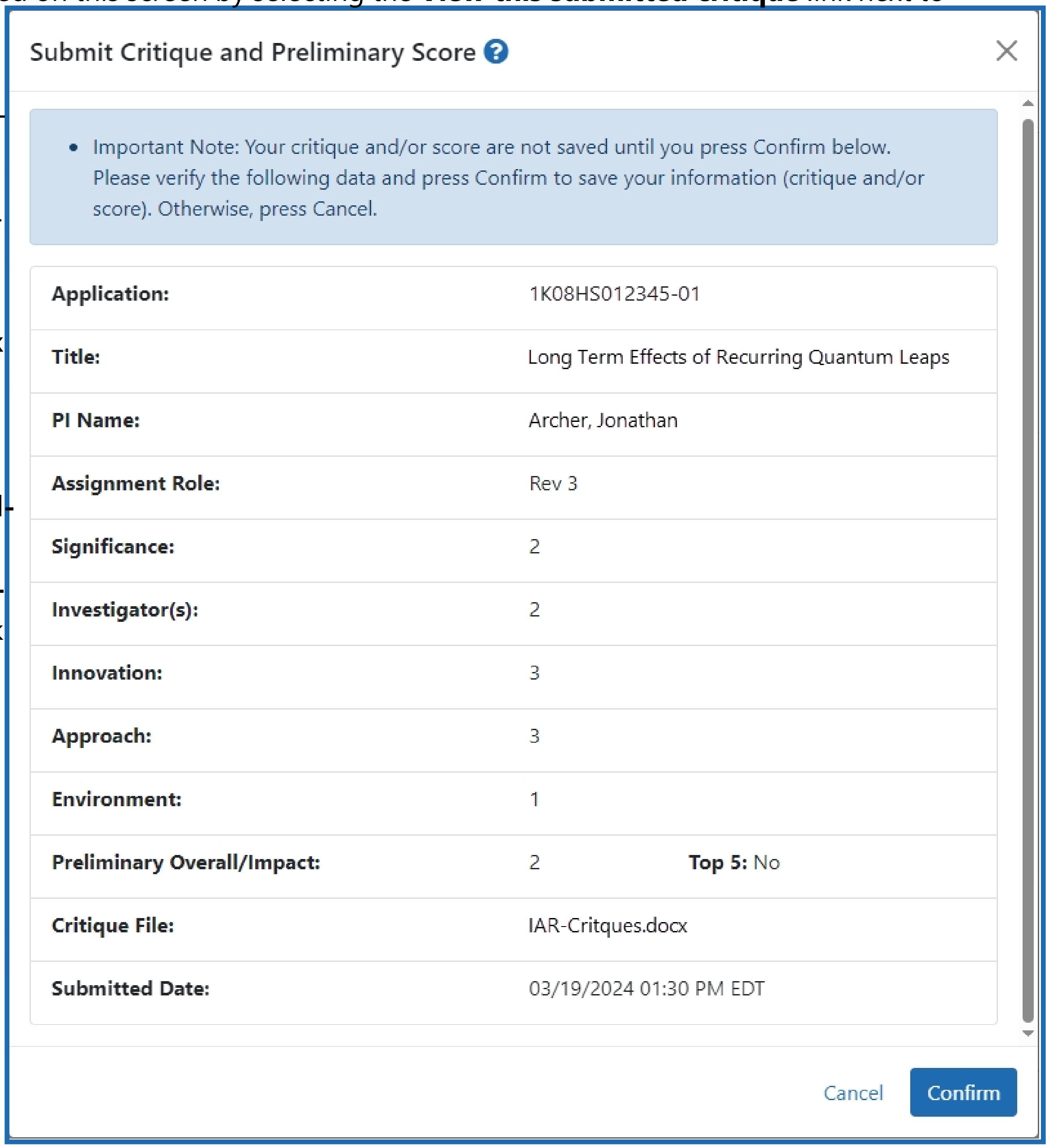
If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

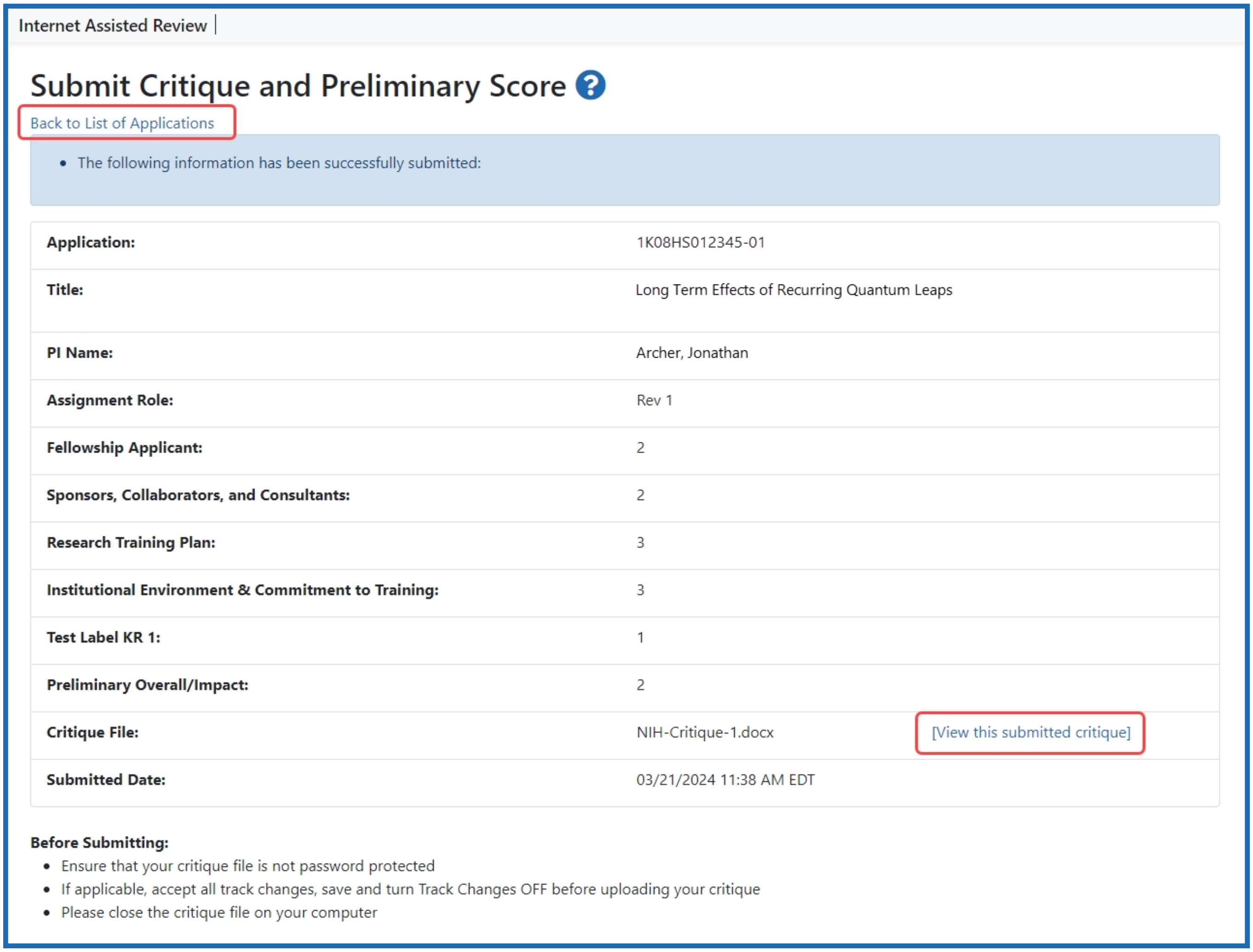
9. Select the **Confirm** button to continue uploading the scores and critique.

Figure 88: Confirming Preliminary Score and Critique

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

10. Select the **Back to List of Applications** link to exit this screen.




Internet Assisted Review |

Submit Critique and Preliminary Score

Back to List of Applications

- The following information has been successfully submitted:

Application:	1K08HS012345-01	
Title:	Long Term Effects of Recurring Quantum Leaps	
PI Name:	Archer, Jonathan	
Assignment Role:	Rev 1	
Fellowship Applicant:	2	
Sponsors, Collaborators, and Consultants:	2	
Research Training Plan:	3	
Institutional Environment & Commitment to Training:	3	
Test Label KR 1:	1	
Preliminary Overall/Impact:	2	
Critique File:	NIH-Critique-1.docx	[View this submitted critique]
Submitted Date:	03/21/2024 11:38 AM EDT	

Before Submitting:
- Ensure that your critique file is not password protected
- If applicable, accept all track changes, save and turn Track Changes OFF before uploading your critique
- Please close the critique file on your computer

Figure 89: Successfully Submitted Critique and Preliminary Score

When returned to the *List of My Applications*, you find the action options to (re)submit, view, or delete your critique in the **Application Number (Opportunity Number)** column

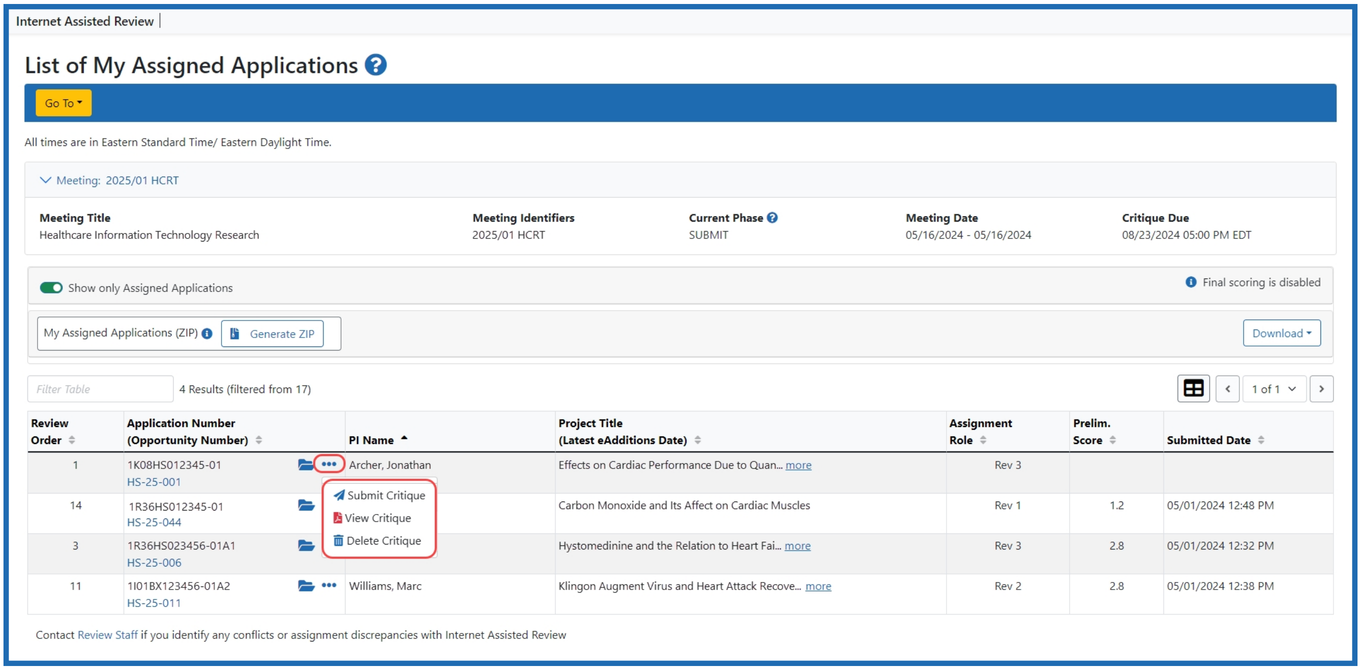


Figure 90: Preliminary Score, Submitted Date, and New Actions for Submitted Critique

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

NOTE: If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: Please sign your pre-meeting Conflict of Interest Certification in IAR system. Refer to the help topic titled, Refer to *Certifying Conflicts of Interest* on page 326 for more information.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Final Scores - For information on entering final scores, see *Enter Final Scores* on page 120

Review Criteria Score Labels Report - For information on the criteria score labels report, see Refer to *Review Criteria Score Labels Report* on page 125

CDC - Submit Word Critiques & Scores

The Centers for Disease Control and Prevention (CDC) follows the same basic procedures as those for the National Institutes of Health (NIH) for submitting scores and critiques .

Scoring for Applications

- Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator (s), Innovation, Approach, Environment — all are scored.

If your meeting is using online critiques, see Submitting an Online Critique.

NIH Policy Guidance

- Scoring System and Procedure
- Additional Scoring Guidance for Research Applications

To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The *List of Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Select the **List of Applications** link to display all applications in the meeting.

3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Application Number (Opportunity Number)** column.

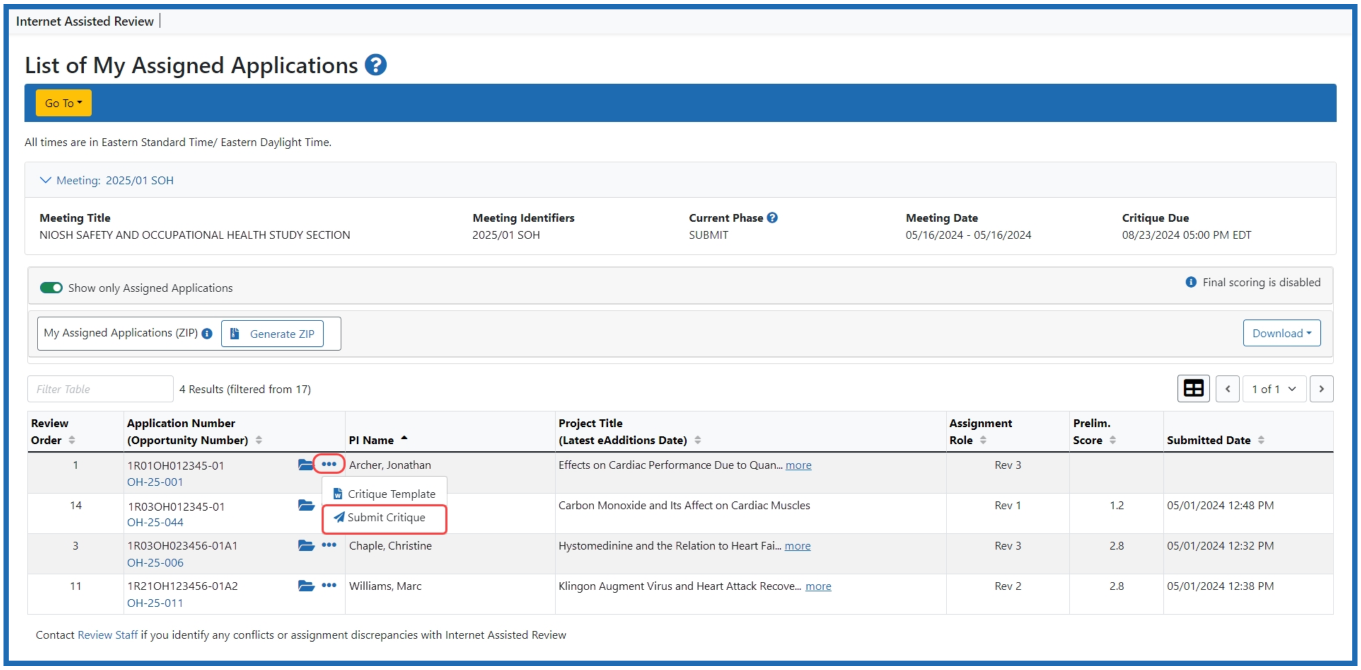


Figure 91: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.

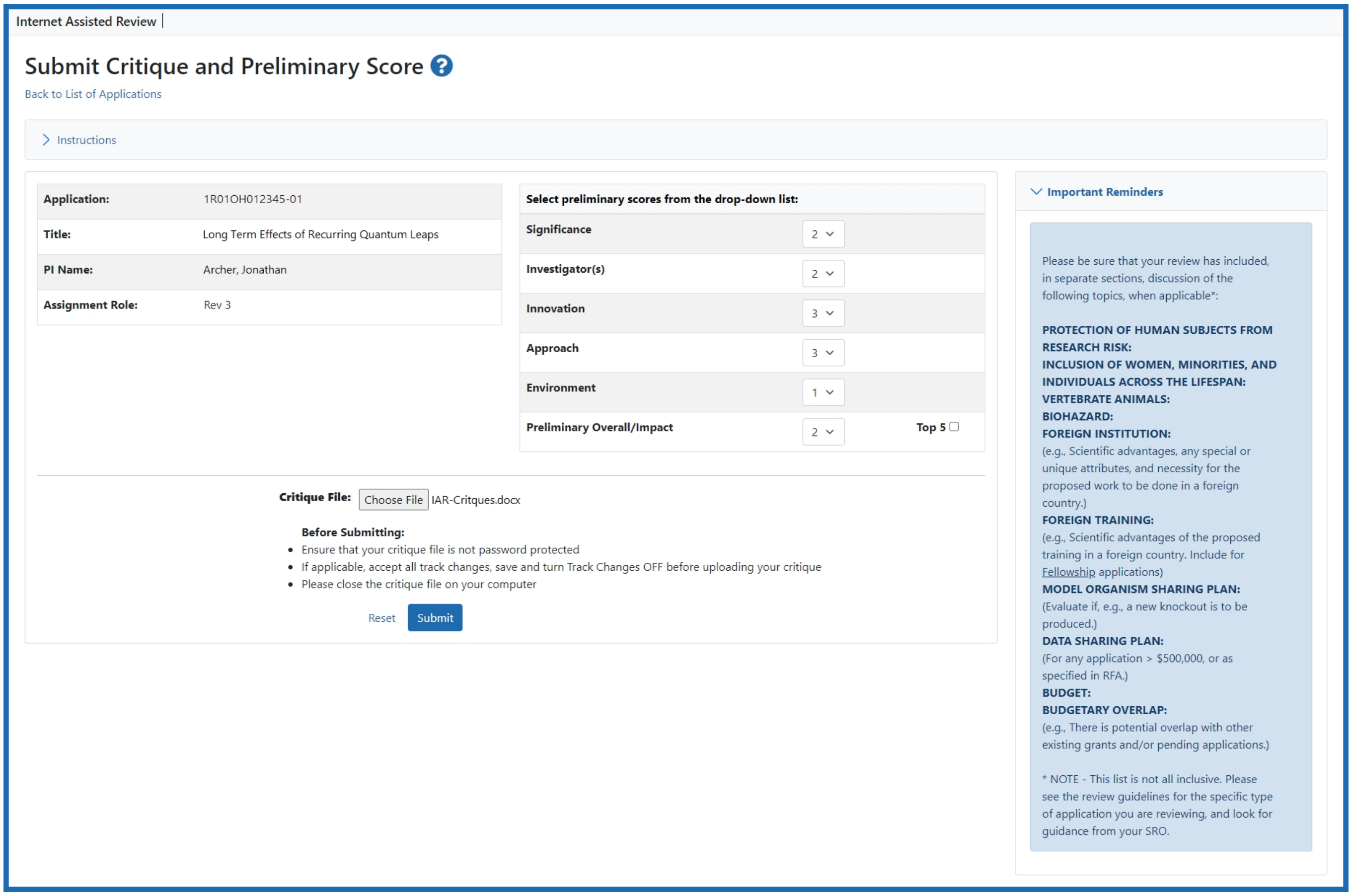


Figure 92: Submit Critique and Preliminary Score Screen

NOTE: During the final scoring and the Edit Phase of a meeting, the preliminary overall/impact score is displayed as read-only; however, the criterion scores and critique file can still be modified. For meetings allowing final scoring, the **Final Score** also displays during the Edit phase, as read-only above the **Critique File**.

4. *Optional:* Select a criterion score (**1–9**) from the drop-down lists for each of the five categories. These categories are determined by the RFA/PA associated with the application.

5. *Optional*: Select a preliminary score (**1–9**) from the drop-down list for the **Preliminary Overall/Impact**.

6. *Optional and Only if Top 5 Designation is applicable*: Select the **Top 5** checkbox to designate the application as one of the top 5. This checkbox is located next to the **Preliminary Overall/Impact** field only if enabled by the SRO*.

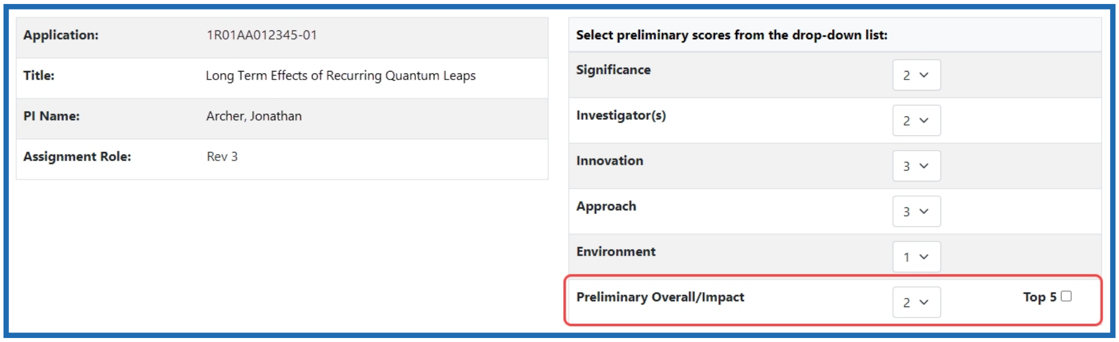


Figure 93: Top 5 checkbox on the Submit Critique and Preliminary Score screen

If 5 other applications have already been designated as Top 5, IAR displays the following error: You have already designated 5 applications in the Top 5 category. Please clear the Top 5 designation from existing application(s) to designate this application as Top 5. In this case, access the other Top 5 applications via the *List of All Applications* screen and uncheck the **Top 5** checkbox as appropriate.

When designating an application as Top 5, you must also submit a critique for that application.

7. Upload a critique file by selecting the **Browse** button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

8. Select the **Submit** button.

NOTE: Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen then displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Cancel** button. Selecting **Cancel** returns the screen to an edit view on which scores can be re-entered and/or a new critique file attached.

The score and/or critique are not saved until the action is confirmed on this screen.

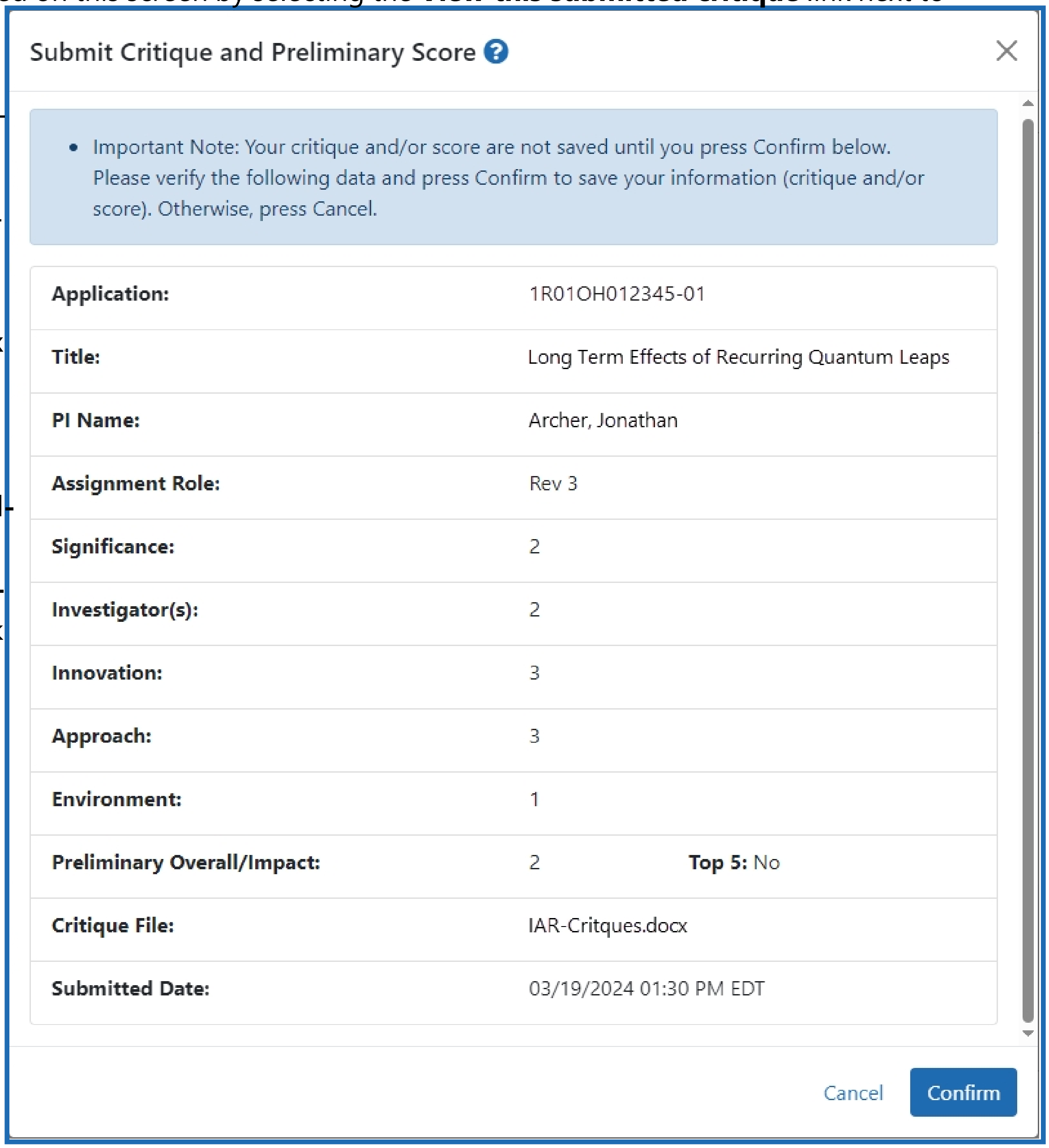
If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

9. Select the **Confirm** button to continue uploading the scores and critique.

Figure 94: Confirming Preliminary Score and Critique

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.

10. Select the **Back to List of Applications** link to exit this screen.



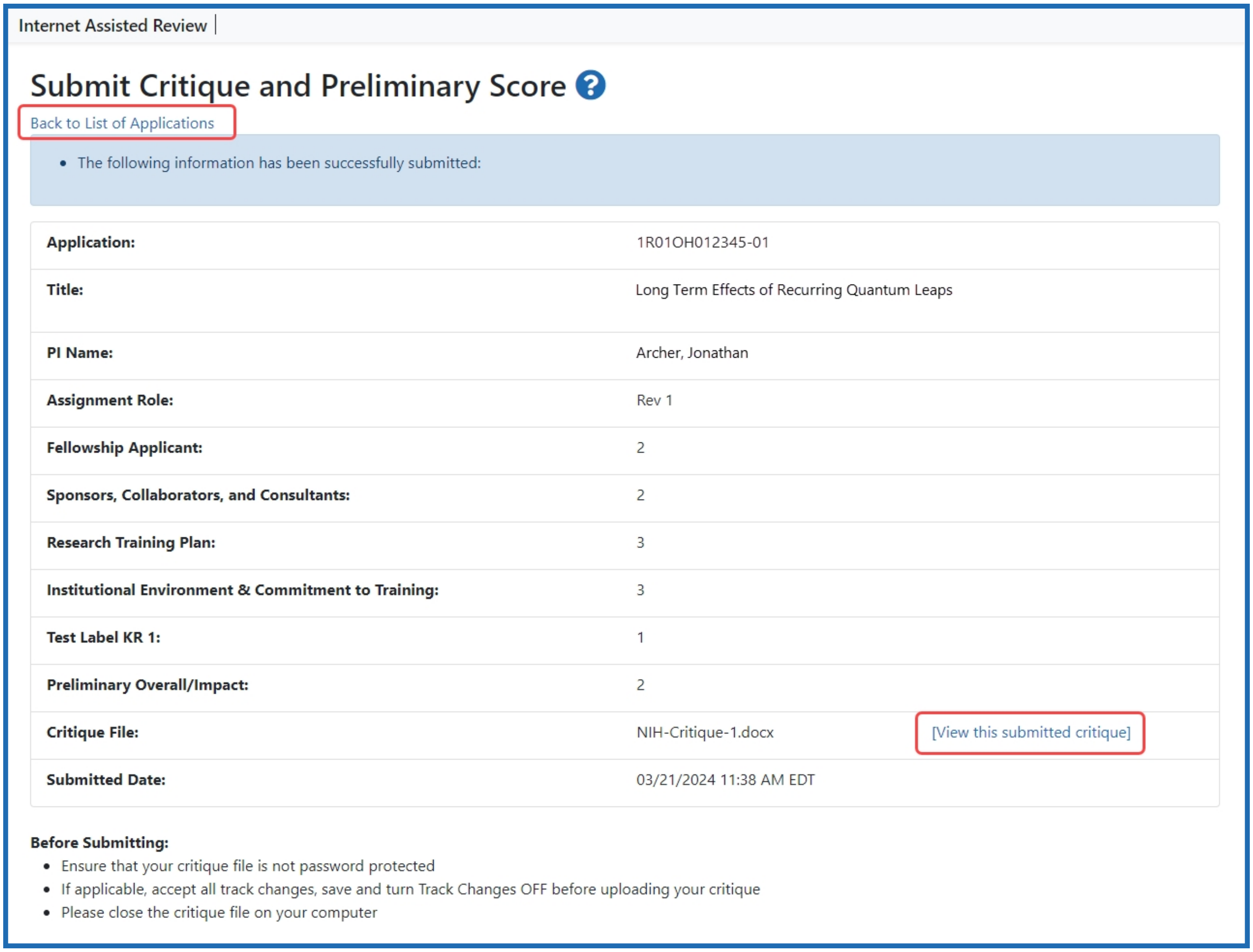


Figure 95: Successfully Submitted Critique and Preliminary Score

When returned to the *List of My Applications*, you find the action options to (re)submit, view, or delete your critique in the **Application Number (Opportunity Number)** column

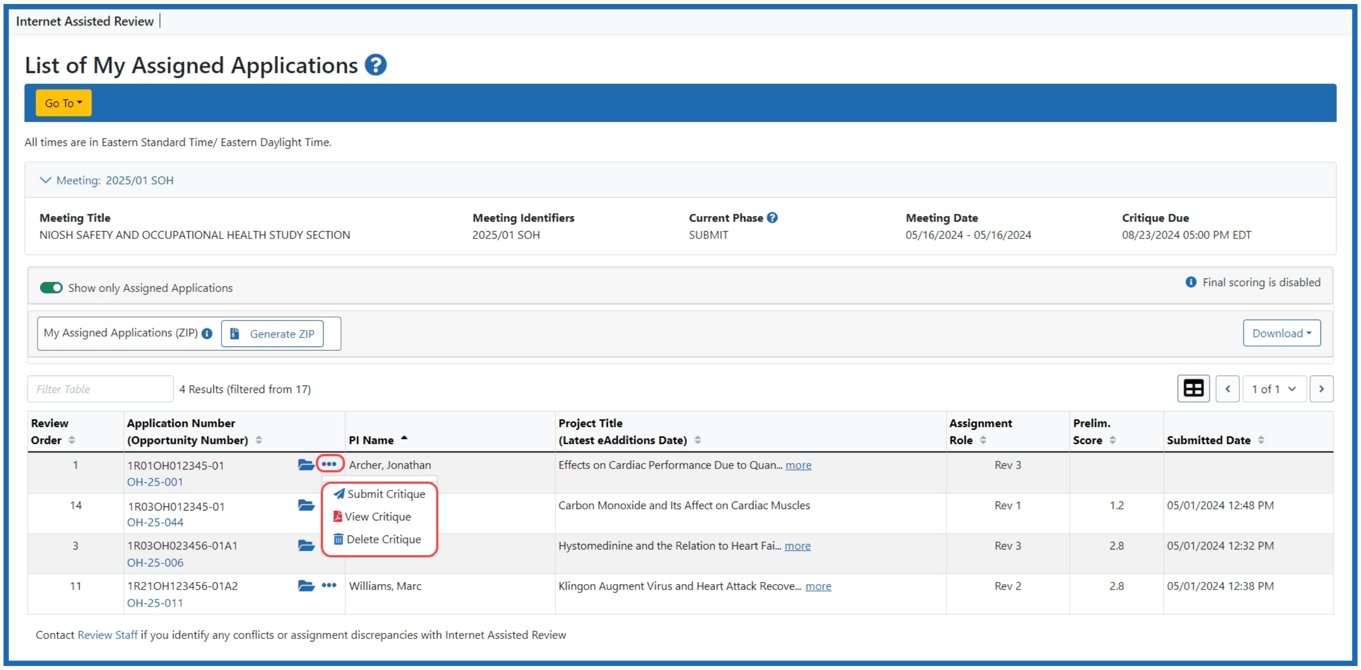


Figure 96: Preliminary Score, Submitted Date, and New Actions for Submitted Critique

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

NOTE: If the pre-meeting COI certification has not been signed, a warning displays on the *Submit Critique and Preliminary Score* screen as follows: Please sign your pre-meeting Conflict of Interest Certification in IAR system. Refer to the help topic titled, Refer to *Certifying Conflicts of Interest* on page 326 for more information.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Final Scores - For information on entering final scores, see *Enter Final Scores* on page 120

Review Criteria Score Labels Report - For information on the criteria score labels report, see Refer to *Review Criteria Score Labels Report* on page 125

VA Critiques & Scores

VA Scoring Process

The review process for the Veterans' Administration does not use criterion scores. It uses only a preliminary score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

NOTE: Unassigned reviewers can only submit critiques and cannot enter scores.

VA - Submit Word Critiques & Scores

Preliminary Scores

The review process for the Veterans' Administration uses no criterion scores. It uses only a preliminary score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

To submit critiques and scores using the Review Business Process with no scored criteria:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The *List of My Assigned Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional:* Toggle the Show only Assigned Application switch to off to display all applications in the meeting.

3. Select the **[Submit Critique]** link from the three-dot ellipses icon in the **Application Number (Opportunity Number)** column.

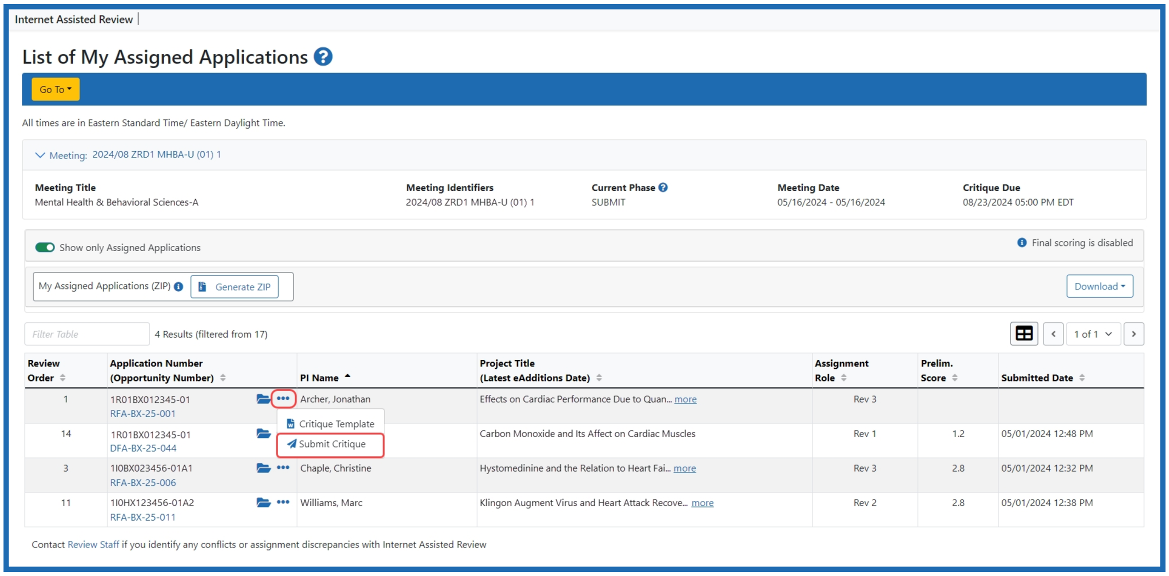


Figure 97: List of Applications - [submit] Link

The *Submit Critique and Preliminary Score* screen displays for entering a preliminary score and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link.

NOTE: During the Edit Phase of a meeting, scores are displayed as read-only; however, a critique file can still be uploaded.

4. Upload a critique file by selecting the **Choose File** button, searching for the file, and selecting.

5. Enter a score of **1.0–5.0** in the **Preliminary Score** field.

6. Select the **Submit** button.

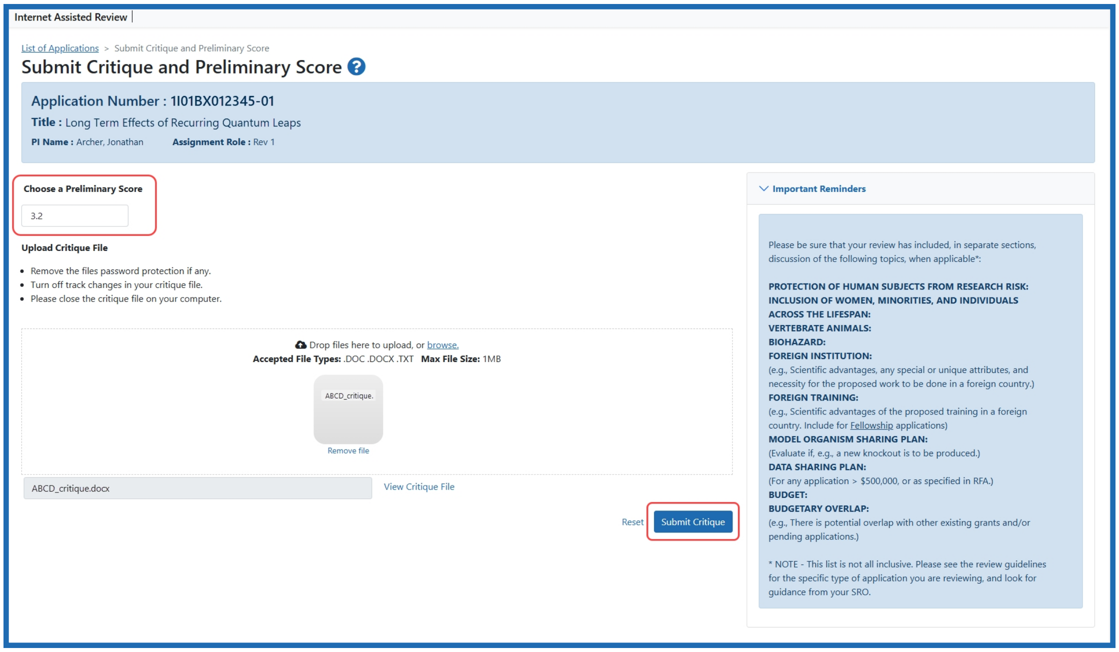


Figure 98: Submitting with No Scored Criteria

NOTE: Selecting the **Reset** button clears the fields.

The *Submit Critique and Preliminary Score* screen displays as read-only and prompts for a confirmation. The entered information can be canceled by selecting the **Reset** button. Selecting **Reset** clears the existing information in the form.

The score and/or critique are not saved until the action is confirmed on this screen.

NOTE: If the pre-meeting COI certification has not been signed, a warning displays as follows: Please sign your pre-meeting Conflict of Interest certification in IAR system. Refer to the help topic titled *Certifying Conflicts of Interest* for more information.

If IAR cannot upload the selected critique (e.g., the file is an invalid format or a virus has been identified on the file), an error is displayed.

7. Select the **Confirm** button to continue uploading the scores and critique.

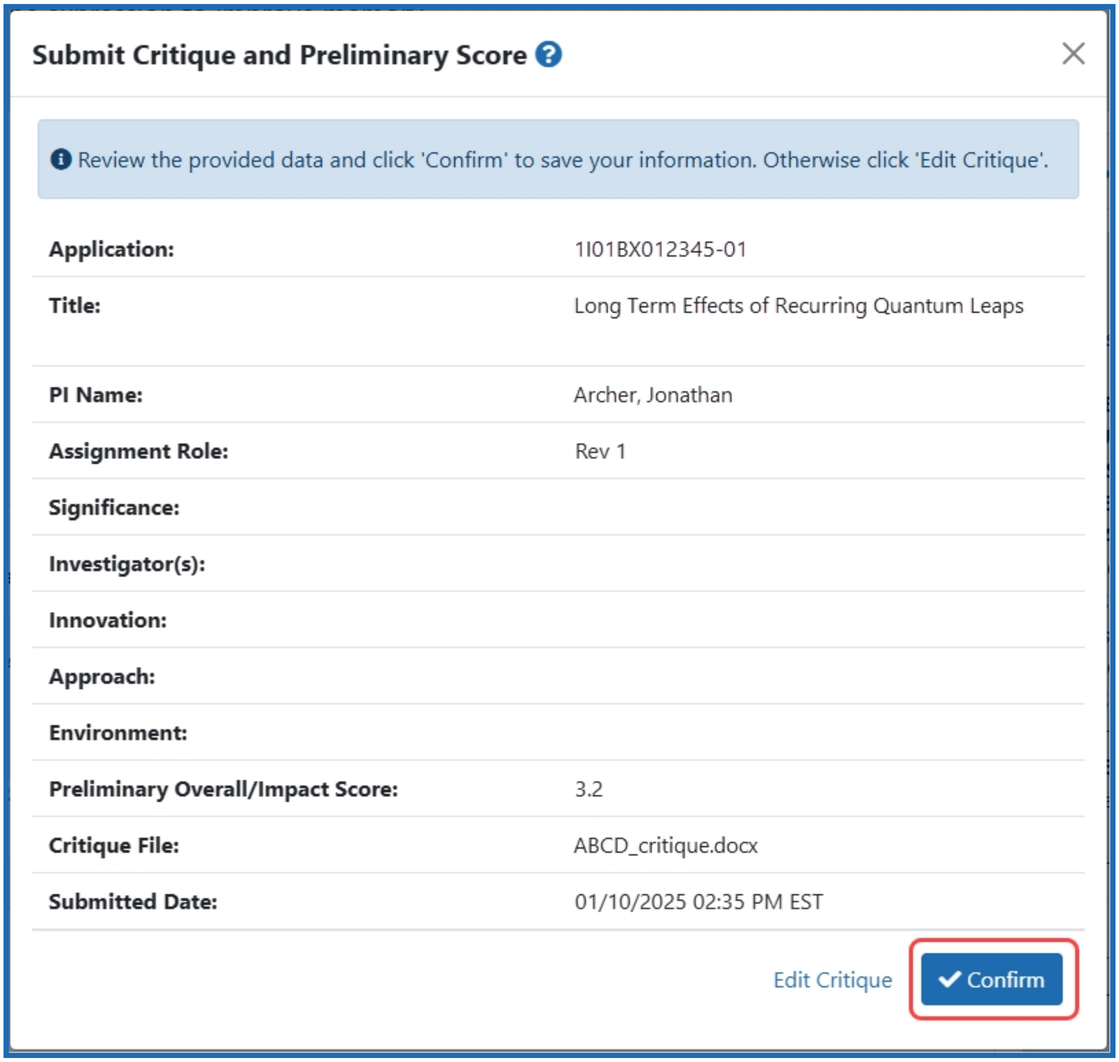
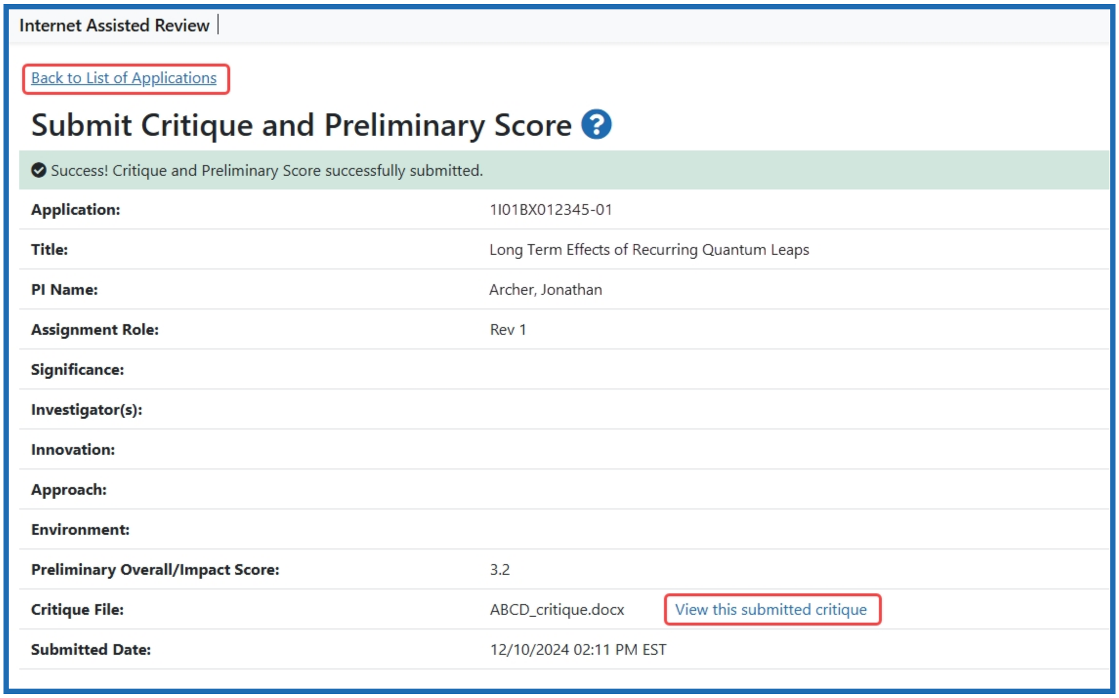


Figure 99: Submit Critique and Preliminary Score screen

The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to the file name.



Internet Assisted Review |

Back to List of Applications

Submit Critique and Preliminary Score

Success! Critique and Preliminary Score successfully submitted.

Application:	1I01BX012345-01	
Title:	Long Term Effects of Recurring Quantum Leaps	
PI Name:	Archer, Jonathan	
Assignment Role:	Rev 1	
Significance:		
Investigator(s):		
Innovation:		
Approach:		
Environment:		
Preliminary Overall/Impact Score:	3.2	
Critique File:	ABCD_critique.docx	View this submitted critique
Submitted Date:	12/10/2024 02:11 PM EST	

Figure 100: Submit Critique and Preliminary Score submission success screen

8. Select the **Back to List of Applications** link to exit this screen.

9. When returned to the *List of My Assigned Applications*, the three-dot ellipses icon in the Roles column displays the Submit Critique, View Critique, and Delete Critique links.

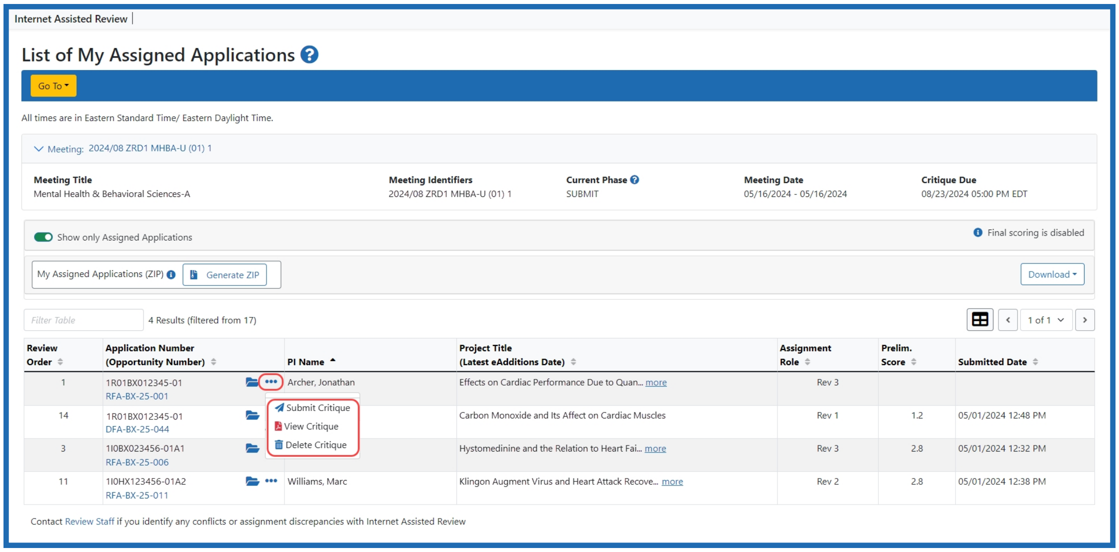


Figure 101: List of My Assigned Applications showing action options after submission of critique

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase. Refer to the help topic titled *Viewing Critiques* for a description of the phase-specific method of viewing critiques.

VA - Submit Final Scores

Submit Final Scores

If allowed by the SRO, Reviewers (other than Mail Reviewers) are able to submit final scores electronically in IAR within the score entry date range determined by the SRO for the meeting. These final scores are entered using the *Final Score Sheet*. Scores may be entered for assigned and unassigned applications; however, the system does not allow entry of scores for any application with which a reviewer is in conflict.

At the time of the final scoring, the **Final Score Sheet** button becomes enabled on the *List of My Assigned Applications* screen.

NOTE: Mail Reviewers are not allowed to submit final scores, and the **Final Score Sheet** button is not visible to these reviewers.

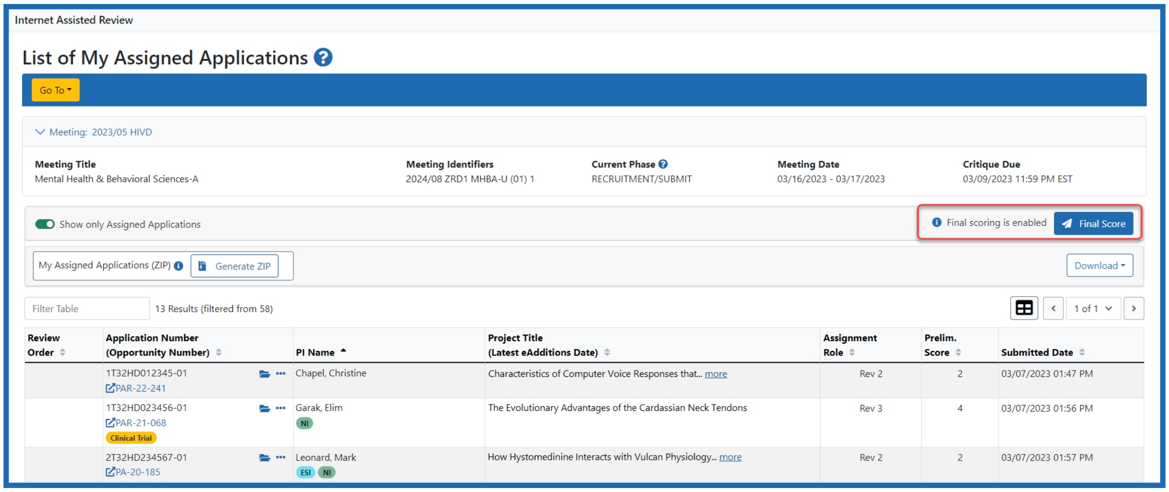


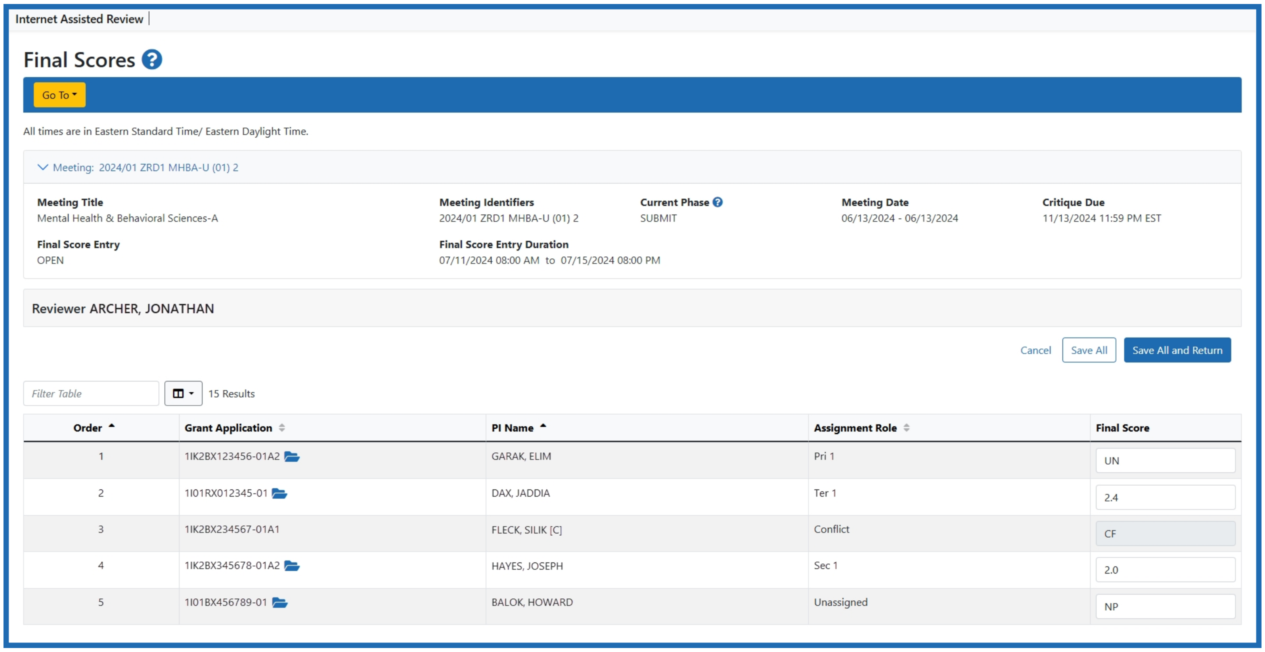
Figure 102: Final Score Sheet Button

To submit final scores:

1. Access the *List of My Assigned Applications* screen in IAR.

2. Select the **Final Score Sheet** button. This button is displayed on the screen only for Reviewers capable of submitting final scores and only during the score entry date range for the meeting.

   The *Final Score Sheet* screen opens for all applications in the meeting, showing **Review Order**, **Application Number**, **PI Name**, **Assignment Role** (of the reviewer), and **Final Score** fields. The information in the table can be sorted by selecting the column name of the information being sorted by. A black arrow determines if the sorting is ascending or descending.



NOTE: When applicable, if the SRO has opted to display only Phase 2 applications, the *Final Score Sheet* includes only those applications, and the title displays as *Final Score Sheet – Phase 2 Applications Only*.

Final Scores may be entered for all applications in the meeting, assigned or unassigned; however, for applications with which a reviewer is in conflict, the **Final Score** field displays a read-only *CF* and this final score cannot be updated. Deferred applications (those marked as *DF*) also display with their **Final Score** field as read-only.

NOTE: The SRO determines whether to show subproject applications during scoring. If the SRO has allowed subprojects to be scored, these applications display on the *Final Score Sheet* screen.

3. Enter a **Final Score** for each application.

Final scores may be entered numerically as 1.0 to 5.0 –or– with one of the following score codes below:

UN – Unscored: All applications in a meeting are required to receive scores. Applications lacking the quality necessary to be discussed at review meetings should be designated as UN.

NR – Not Recommended: Applications marked NR are not recommended for further consideration.

DF – Deferred: Applications marked deferred are moved to the next council round.

NP – Not Present: The reviewer was not present at the meeting when the application was discussed and is unable to give a score.

AB – Abstain: The reviewer is abstaining from scoring the application.

4. Select the **Save All** link from the **Action** column or the **Save All** button at the bottom of the screen to save the changes. All updated information is saved by selecting either **Save All** feature.

   Selecting the **Cancel** button at any time ignores the unsaved changes and closes the *Final Score Sheet* screen.

5. To save changes and leave the screen, select the **Save All and Return** button.

FDA Submit Word Critiques & Scores

The FDA follows a peer review initiative characterized by the existence of scored review criteria and the submission of written critiques.

Overview of the FDA Scoring Process

- Each criterion is assigned a maximum score value, based on its importance in the funding opportunity.
- Each criterion is evaluated on its scientific and technical merit.
- Reviewers enter a score ranging from 0 to the maximum allowed score for the criterion (the higher the score, the better the application).

- The sum total of the criterion scores determines the reviewer's raw score of the application. With each criterion having an independent maximum value, it permits the FDA to provide more weight or importance to the various criterion.
- The final score for the application is calculated by adding up all the raw scores and dividing by the number reviewers who submitted scores. In this system, applications with higher final scores are determined to have better scientific and technical merit.

NOTE: FDA does not use the Final Score Sheet screen in IAR.

FDA - Submit Word Critiques and Scores

To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The List of *My Assigned Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional*: Toggle the **Show only Assigned Applications** switch to the Off position to display all applications in the meeting.

3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Application Number** column.

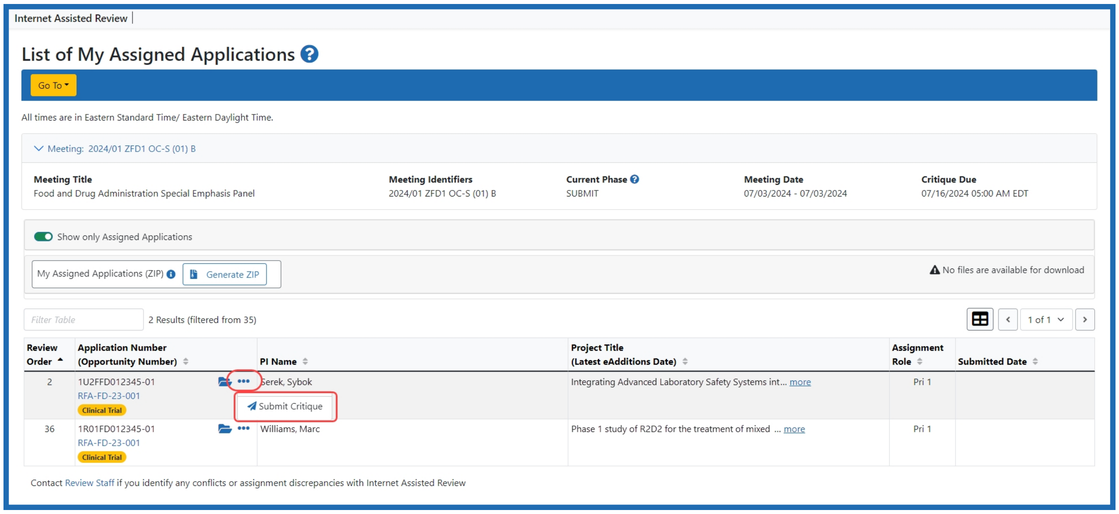


Figure 103: List of My Assigned Applications screen showing the Submit Critique option

4. The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **Back to List of Applications** link at the top of the screen.

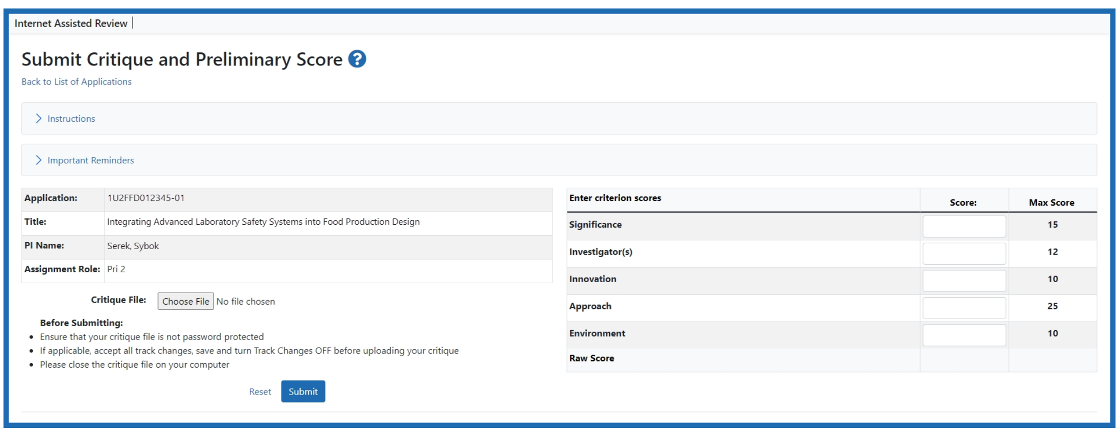


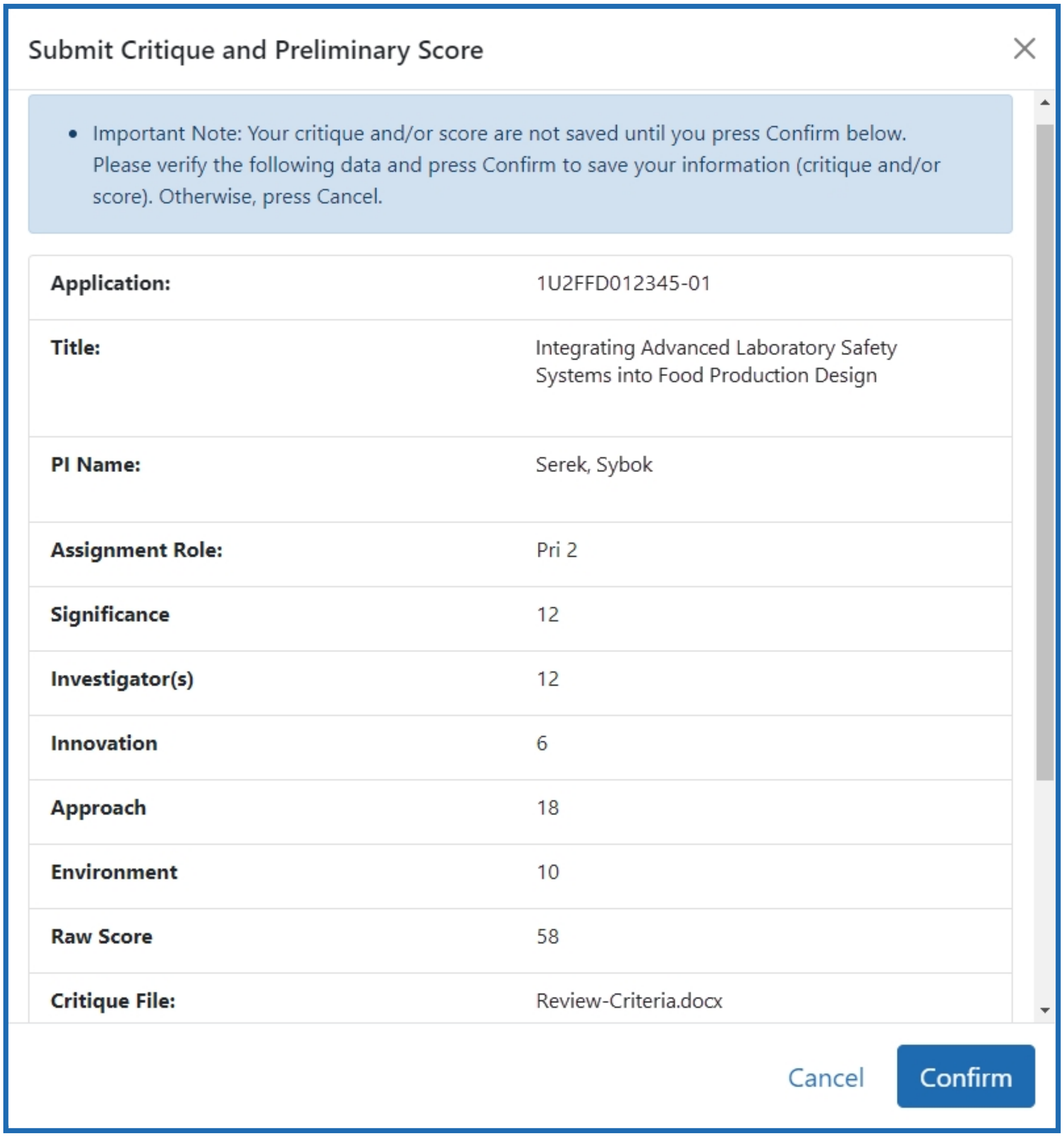
Figure 104: FDA Submit Critiques and Preliminary Score screen

5. For each criterion enter a score from zero to the maximum allowed for that category.

6. Upload a critique file by selecting the Browse button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

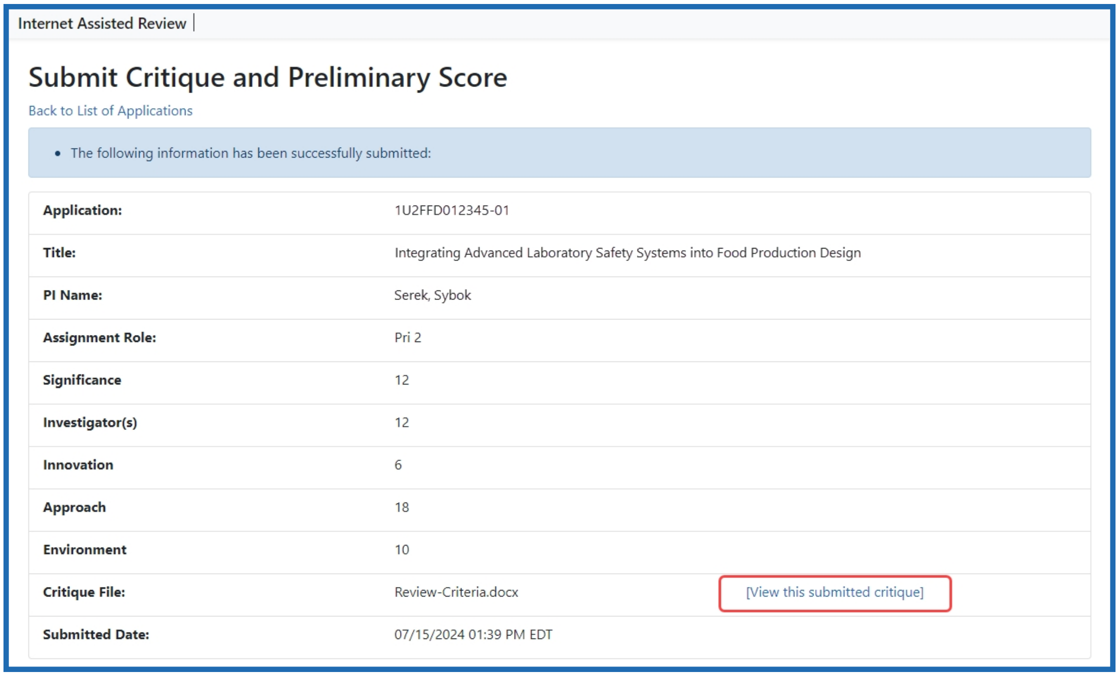
7. Select the **Submit** button.

8. On the *Submit Critique and Preliminary Score* confirmation screen, select the **Confirm** button to continue uploading the scores and critique.

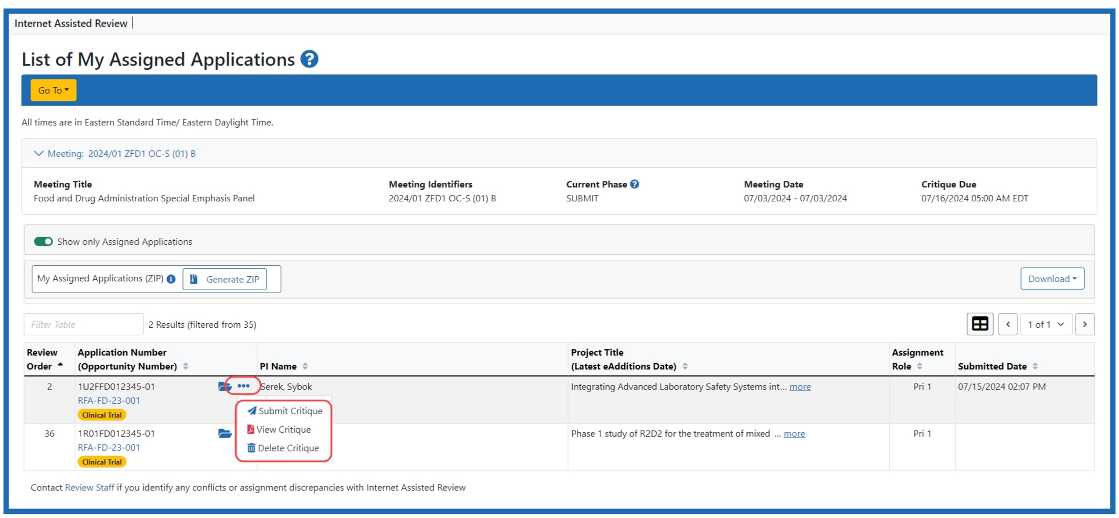


9. The *Submit Critique and Preliminary Score* screen displays again as read-only, indicating that the information was successfully submitted. The critique file can be viewed on this screen by selecting the **View this submitted critique** link next to

the file name.



10. When returned to the *List of My Assigned Applications* screen, the three-dot ellipses icon shows the options to **Submit Critique**, **View Critique** and **Delete Critique**.



NOTE: Submitting a critique for an application for which you have already submitted a critique overwrites the previous submission.

Reviewers may view their own critiques and scores as well as those of other Reviewers (when permitted) once they have uploaded them. The manner in which critiques are viewed differs from phase to phase.

OTA Submit Word Critiques & Scores

All applications for Other Transactions Authorities (OTA) go through a scientific evaluation or an objective review. Contents of the evaluation or review are outlined in each Research Opportunity Announcement. The process that involves the thorough and consistent examination of applications based on an unbiased evaluation of scientific or technical merit or other relevant aspects of the proposal. Each review is performed by persons expert in the field of endeavor for which support is requested and is intended to provide advice to the individuals responsible for making award decisions.

Overview of the OTA scoring process:

- Each criterion is assigned a maximum score value, based on its importance in the funding opportunity.
- Each criterion is evaluated on its scientific and technical merit.
- Reviewers enter a score ranging from 0 to the maximum allowed score for the criterion (the higher the score, the better the application).
- The sum total of the criterion scores determines the reviewer's raw score of the application. With each criterion having an independent maximum value, it permits the awarding agency to provide more weight or importance to the various criterion.
- The final score for the application is calculated by adding up all the raw scores and dividing by the number reviewers who submitted scores. In this system, applications with higher final scores are determined to have better scientific and technical merit.

OTA - Submit Word Critiques & Scores

Due to the nature of Other Transactions Authorities (OTA) applications, applications can be evaluated on a number of different criteria. The specifics of each criteria and the number of criteria may differ for each OT opportunity, from three to as many as forty. The details of the evaluation or review are outlined in each Research Opportunity Announcement.

To submit critiques and scores:

1. Select the **View List of Applications** link from the *List of Meetings* screen for the specific meeting.

   The List of *My Assigned Applications* screen displays, showing only the applications assigned to the reviewer.

2. *Optional*: Toggle the **Show only Assigned Applications** switch to the Off position to display all applications in the meeting.

3. Select the **Submit Critique** option from the three-dot ellipses icon in the **Applic-ation Number** column.

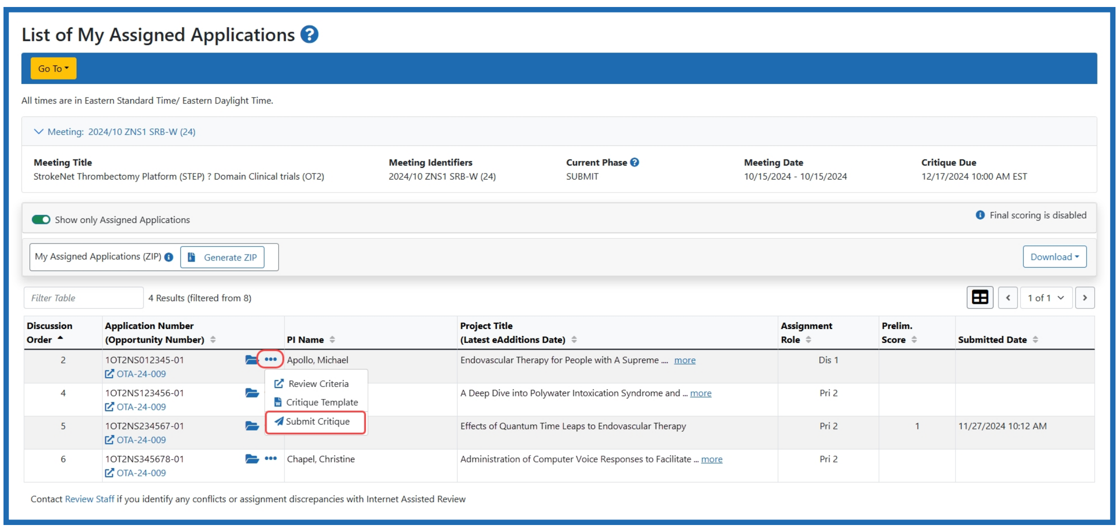


Figure 105: List of My Assigned Applications screen showing the Submit Critique option

4. The *Submit Critique and Preliminary Score* screen displays for entering scores and uploading a critique. To exit the screen without entering scores or critique, select the **List of Applications** link at the top of the screen.

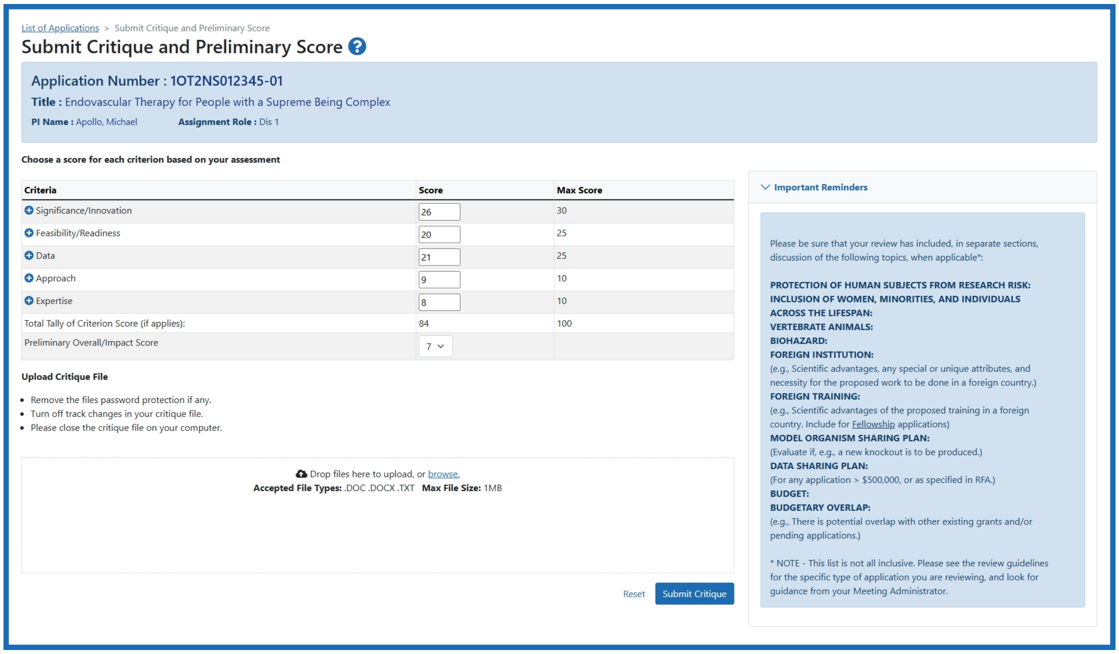


Figure 106: Other Transaction (OT) Submit Critique and Score screen

5. For each criterion enter a score from zero to the maximum allowed for that category.

6. Upload a critique file by selecting the Browse button, searching for the file, and selecting. You can only upload MS Word or Text files (.doc, .docx., .txt).

7. Select the **Submit Critique** button. Select the **Reset** button to clear the fields.

8. On the *Submit Critique and Preliminary Score* confirmation screen, select the **Confirm** button to continue uploading the scores and critique.

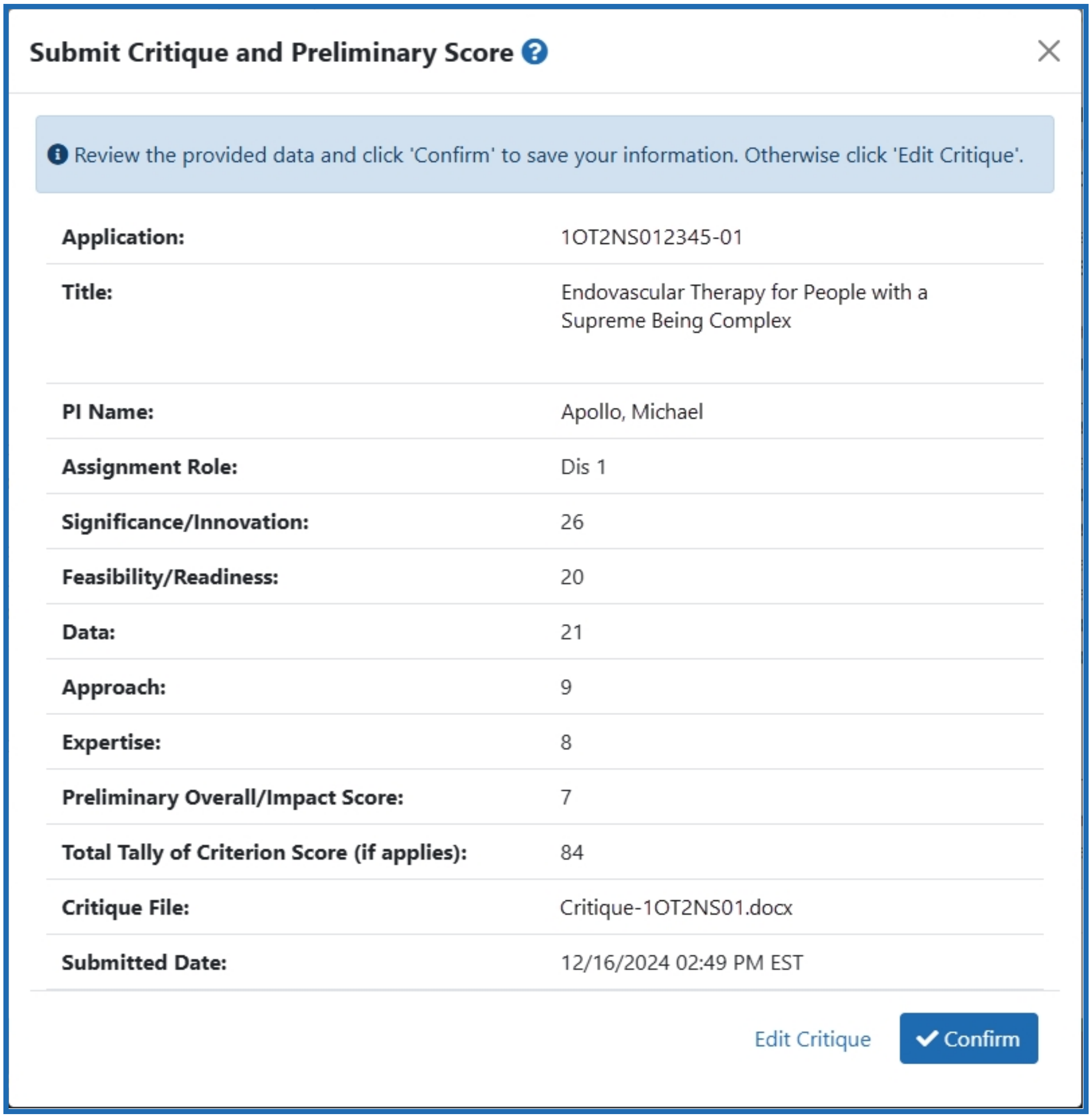


Figure 107: OTA Confirm Submission screen

SAMHSA Critiques & Scores (Word Critiques) and Related Topics

These topics provide steps for completing SAMHSA review meeting activities.

- SAMHSA - Applying Critiques and Scores
    - Submitting SAMHSA Scores and Critiques
    - *SAMHSA - Qualitative Assessment Definitions* on page 183
- SAMHSA Meeting: Reviewers' Workflow

- SAMHSA - Confidentiality Agreement
    - SAMHSA - Reviewer is a Lobbyist
    - SAMHSA - Reviewer is NOT a Lobbyist
- SAMHSA - List of All Applications

SAMHSA - Scoring Overview

The *Submit Critiques and Scores* screen enables SAMHSA reviewers to submit critiques and enter scores for an application during the Submit and Edit phases of the meeting.

Overview of SAMHSA Scoring Process

- SAMHSA reviewers enter a score from a range of 0 to the maximum allowed score for the criterion (also called Criterion Point Value). The higher the score, the better the application.
- Each criterion's Criterion Point Value translates to a percentage of 100, with the sum of all criteria weights totaling 100.
- A chart displays point ranges, based on the scores entered, that indicate whether the application is unacceptable, marginal, acceptable, very good or outstanding.
- The criteria for an application differ depending on the Funding Opportunity Announcement for which the application was submitted.

The criteria are displayed on the Submit Critique and Scores screen along with the following:

- Score column for entering each criterion's score
- Criterion Point Value, which represents the max number of points that can be assigned to the criterion
- Criterion Point Value ranges, which indicates the range of value points associated with each qualitative assessment (e.g., Outstanding, Very Good, etc.)

NOTE: Note: For the definition of the qualitative assessment values, select the '?' next to the Qualitative Assessment Definitions label.

The SAMHSA *Submit Critique and Scores* screen allows reviewers to:

- see the application information, including number, title, business official, and their assignment role
- view a Criterion Point Value Chart specific to the point values of the application's criteria
- enter criterion scores based on the specific point value of each criterion
- see the current Raw Score
- search and select attach a critique file (i.e., assessment form) from your local device for uploading
- view an attached critique file
- link to the Qualitative Assessment Definitions
- see Important Reminders
- submit critique and scores
- reset the scores

Criterion Scores

A criterion's score must be between 0 (minimum) and its Criterion Point Value as the maximum.

The Criterion Point Value Chart (without half points).

If the total point value for a Review Criterion is:	The point range for Out-standing is:	The point range for Very Good is:	The point range for Acceptable is:	The point range for Marginal is:	The point range for Unacceptable is:
5	5	4	3	2	1-0
10	10-9	8	7	6	5-0
15	15-14	13-12	11	10-9	8-0
20	20-18	17-16	15-14	13-12	11-0
25	25-23	22-20	19-18	17-15	14-0
30	30-27	26-24	23-21	20-18	17-0
35	35-32	31-28	27-25	24-21	20-0
40	40-36	35-32	31-28	27-24	23-0
45	45-41	40-36	35-32	31-27	26-0
50	50-45	44-40	39-35	34-30	29-0
100	100-90	89-80	79-70	69-60	59-0

Figure 108: The Criterion Point Value Chart

An explanation of the Quantitative Assessment Definitions can be found here.

SAMHSA - All Other Applications

To submit critiques and scores:

1. Locate the application from the **List of My Assigned Applications** and select the **Submit Critique** link from the three-dot ellipses icon.

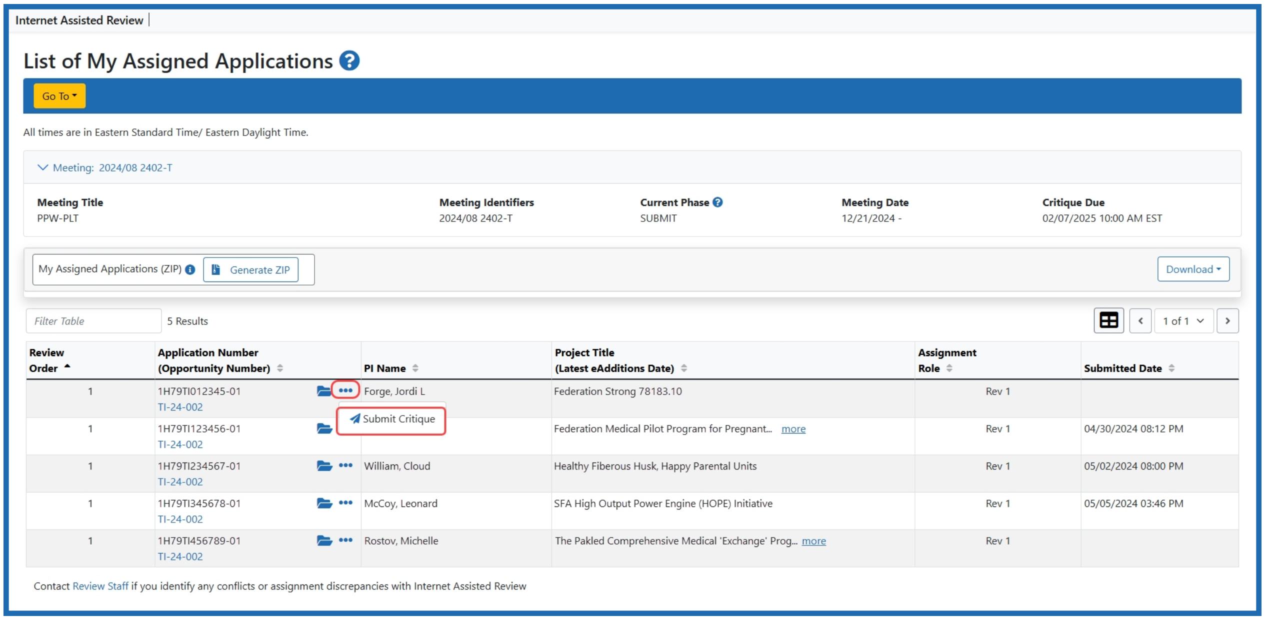


Figure 109: Sample Submit Link on List of All Applications Screen

The *Submit Critiques and Scores* screen displays for the reviewer. Use the **Back to List of Applications** link if you wish to exit the screen without making changes.

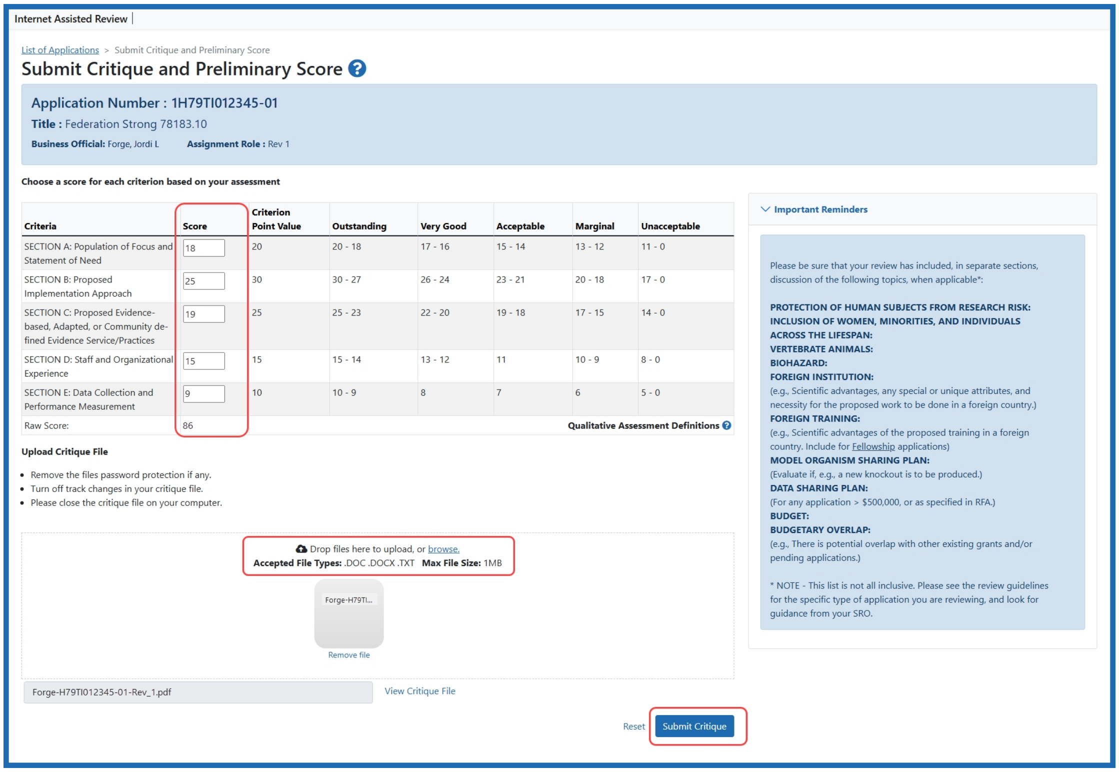


Figure 110: Sample Submit Critiques and Scores Screen

Figure 111: For more information on applying scores, see [Applying SAMHSA Scores](#).

2. *Enter scores:* Enter a score in the corresponding field of the Score column. Scores can range from 0 to the criterion's point value.

TIP: Tip: If re-entering scores, you can use the **Reset** button to first clear the criterion fields.

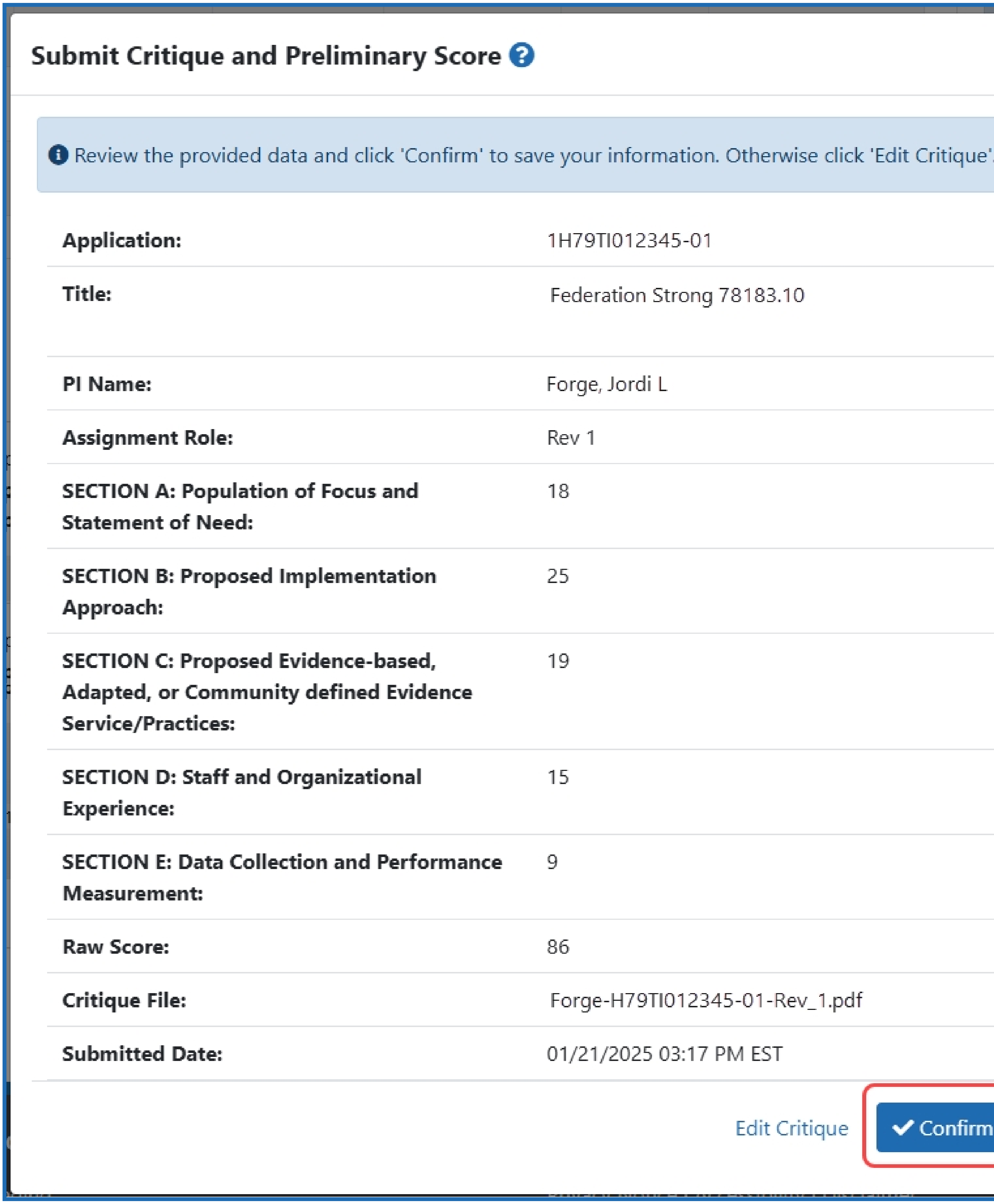
3. *Upload a critique file:* by selecting the **Browse** button, searching for the file and selecting, or drag and drop the file to the target area. You can upload MS Word or Text files (.doc, .docx, .txt).

NOTE: Note: If an uploaded critique already exists, the **View Existing Critique** link displays under the **Browse** button. It opens a PDF version of your assessment of that application.

4. Select the Submit button.

The screen updates to display read-only scores and critique file. This serves as a confirmation to submit the scores and critique. Selecting **Edit Critique** at this point returns you to the *Submit Critique and Preliminary Score* screen.

5. Select the **Confirm** button to continue submitting.



Submit Critique and Preliminary Score

Review the provided data and click 'Confirm' to save your information. Otherwise click 'Edit Critique'.

Application:	1H79TI012345-01
Title:	Federation Strong 78183.10
PI Name:	Forge, Jordi L
Assignment Role:	Rev 1
SECTION A: Population of Focus and Statement of Need:	18
SECTION B: Proposed Implementation Approach:	25
SECTION C: Proposed Evidence-based, Adapted, or Community defined Evidence Service/Practices:	19
SECTION D: Staff and Organizational Experience:	15
SECTION E: Data Collection and Performance Measurement:	9
Raw Score:	86
Critique File:	Forge-H79TI012345-01-Rev_1.pdf
Submitted Date:	01/21/2025 03:17 PM EST

Edit Critique Confirm

Figure 112: Submit Critique and Preliminary Score Confirmation

If submitting is successful, the screen updates to display the message The following information has been successfully submitted: with the read-only scores and critique file information below it. The **View Existing Critique** link displays below the Critique File field.

If unsuccessful, the screen will display an error message.

Potential error messages.

- Criterion Score must be less than or equal to the criterion's Point Value
- Critique is required when submitting scores. Please upload a critique file for this application.
- Screen accepts only critique templates file types meeting current system requirements on NIH Submit Critique and Preliminary Score screen (.doc, .docx, .txt and any other file types currently accepted)
- Although you did not enter a score with your critique, you may do so at any time during the Submit phase. Simply click Submit from the List of Applications and enter only your scores. Your previously submitted critique will be retained.
- Critique cannot be processed. Possible cause: file is password protected. Please remove password protection and upload critique again.
- Critique cannot be processed. Possible cause: file is corrupt. Please verify the file can be opened without errors in Microsoft Word. If you continue having problems, please contact the eRA Commons Service Desk.
- Critique cannot be processed. The file you are attempting to upload is OPEN BY ANOTHER APPLICATION. Please close the file and try uploading again
- Critique cannot be processed. Please accept all changes before uploading.
- Critique cannot be processed. Please contact the eRA Commons Service Desk.
- You must select a score for every criterion before you can submit.

6. Select the **Back to List of Applications** link at the top of the screen to exit.

   The reviewer information is updated for the application. Once the critique and scores are submitted, the options in the **Application Number (Opportunity Number)** column under the three-dot ellipses icon are **Submit Critique** (replaces existing critique), **View Critique** (only if critique exists, in Word or PDF format), and **Delete Critique**.

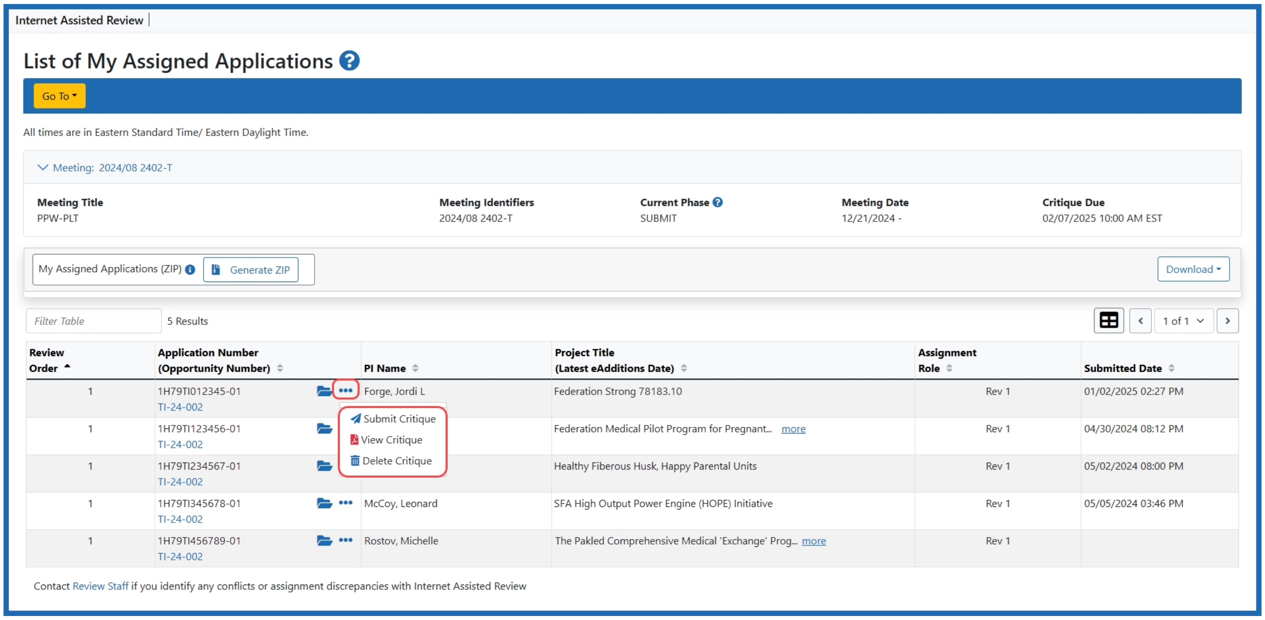


Figure 113: Updated Information for the Reviewer

SAMHSA - Qualitative Assessment Definitions

Qualitative Assessment	Definition
Outstanding	All criteria are thoroughly addressed, strongly developed, and well-supported. Documentation and required information are specific and comprehensive. Application is extremely strong with insignificant weaknesses. Weaknesses identified will likely have no impact on the successful implementation of the proposed project.
Very Good	Criteria are thoroughly addressed with necessary detail and clearly supported. Documentation and required information are specific and feasible. Application is very strong with only some minor weaknesses. Weaknesses identified will likely have minor impact on the successful implementation of the proposed project.

Qualitative Assessment	Definition
Acceptable	Criteria are addressed, but do not contain necessary detail and/or support. Most documentation and required information are present and sufficient, although some are deficient or missing. Application has some strengths but with at least one major weakness. Weaknesses identified will likely have moderate impact on the successful implementation of proposed project.
Marginal	Some criteria are addressed, although when addressed, do not contain necessary detail and/or support. Some documentation and required information are missing or deficient. Application has a few strengths and a few major weaknesses. Weaknesses identified will like impact the successful implementation of the proposed project.
Unacceptable	Few, if any, criteria are addressed. Documentation and required information are missing. Application has very few strengths and numerous major weaknesses. Weaknesses identified will likely prevent the successful implementation of the proposed project.

SAMHSA - Reviewers' Workflow

Reviewers attending SAMHSA's initial review group meetings have responsibilities before, during, and after the meeting, spanning the different phases of the meeting. The following outlines a high-level process for a SAMHSA meeting reviewer and the links to the appropriate online help topic.

- Create an eRA Commons account to access IAR
- Access the IAR List of Meetings screen
- Electronically sign the Confidentiality Agreement and indicate Federal lobbyist status
- Find review-related materials, such as review guidelines, rosters, etc.
- Access the applications
- Submit critiques and scores
- Read other reviewers' critiques
- Edit critiques and scores

Refer to these other SAMHSA-specific help topics for more information:

- SAMHSA - Confidentiality Agreement
    - SAMHSA - Reviewer is a Lobbyist
    - SAMHSA - Reviewer is NOT a Lobbyist
- SAMHSA - List of All Applications
- SAMHSA - Applying Critiques and Scores
    - Submitting SAMHSA Scores and Critiques
    - SAMHSA - Qualitative Assessment Definitions

SAMHSA - Confidentiality Statement

For each meeting for which a reviewer is enabled, IAR checks to determine if the *Confidentiality Agreement* has electronically signed the *Confidentiality Agreement*.

The *Confidentiality Agreement* statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Confidentiality Statement** link displays in **Meeting** column under the three-dot ellipses icon on *List of Meetings*. This link accesses the *Confidentiality Agreement*.

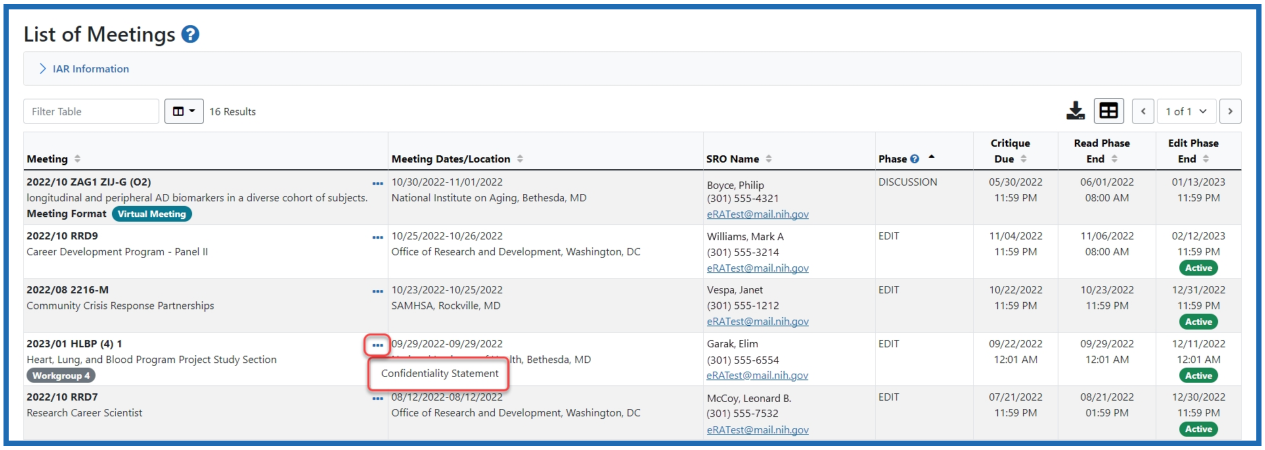


Figure 114: Confidentiality Statement Link on the List of Meetings

NOTE: The **Confidentiality Statement** link only displays if the reviewer has not signed the agreement for the meeting. This link is removed once the agreement is signed.

In IAR, reviewers are required to indicate whether they are federally registered lobbyists before being granted access to a meeting. Office of Management and Budget (OMB) policy requires a ban on the appointment of federally registered lobbyists to federal advisory committees and other boards and commissions. The steps for signing the agreement vary depending on this designation. The *Confidentiality Agreement* explains this process before electronically signing the agreement and gaining access to the meeting.

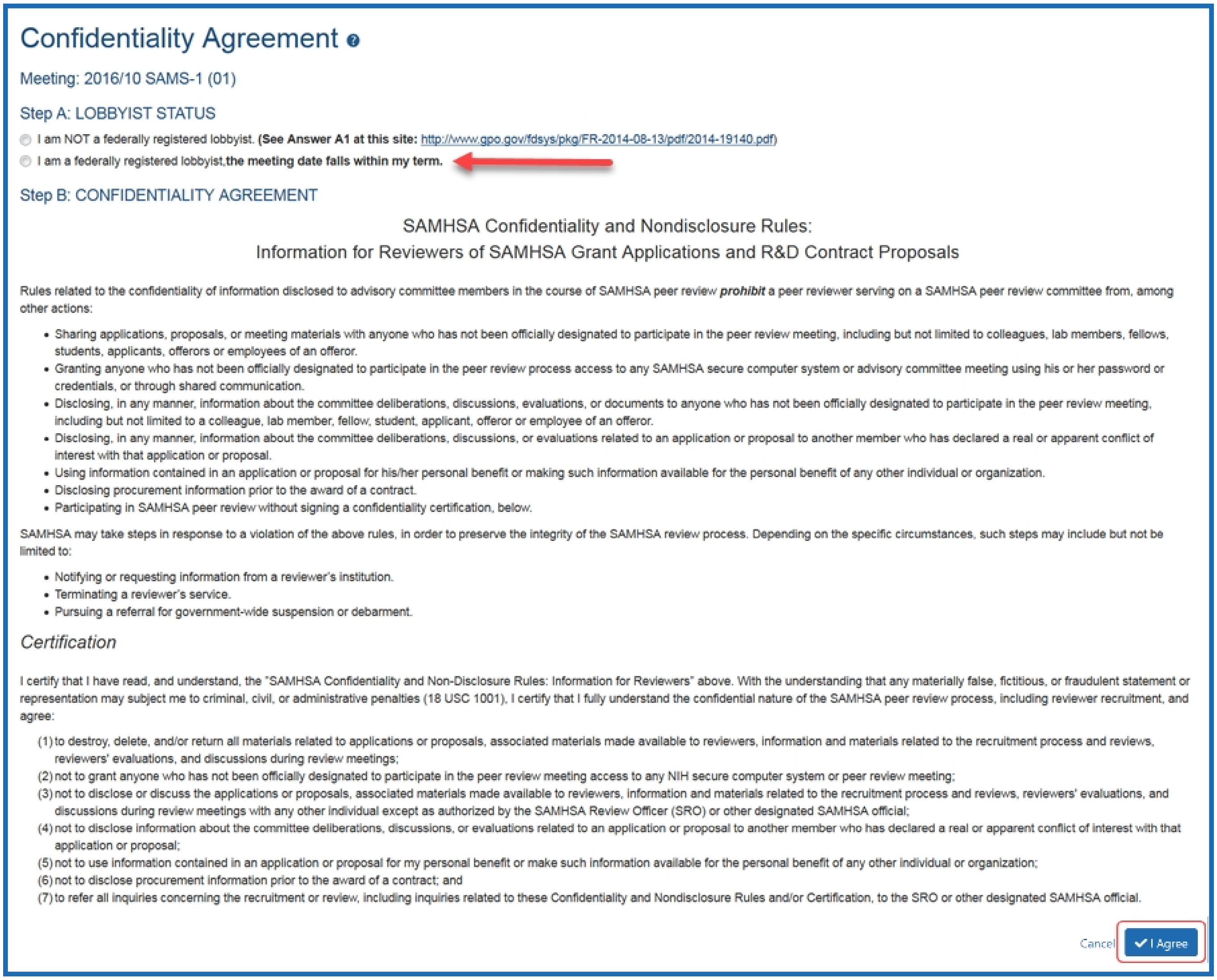
Reviewer is a Federally Registered Lobbyist

A federally registered lobbyist whose term falls within the dates of a review meeting cannot be granted access to the review meeting. A reviewer's status as a federally registered lobbyist must be indicated on the *Confidentiality Agreement* screen.

To access and sign the *Confidentiality Agreement* and indicate that you ARE a federally registered lobbyist:

1. Select the Confidentiality Statement link from the Action column of the List of Meetings.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Nondisclosure Rules*. Please read the agreement carefully.



Confidentiality Agreement

Meeting: 2016/10 SAMS-1 (01)

Step A: LOBBYIST STATUS

- I am NOT a federally registered lobbyist. **(See Answer A1 at this site:** http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf)
- I am a federally registered lobbyist,**the meeting date falls within my term.**

Step B: CONFIDENTIALITY AGREEMENT

SAMHSA Confidentiality and Nondisclosure Rules:
Information for Reviewers of SAMHSA Grant Applications and R&D Contract Proposals

Rules related to the confidentiality of information disclosed to advisory committee members in the course of SAMHSA peer review ***prohibit*** a peer reviewer serving on a SAMHSA peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any SAMHSA secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in SAMHSA peer review without signing a confidentiality certification, below.

SAMHSA may take steps in response to a violation of the above rules, in order to preserve the integrity of the SAMHSA review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Pursuing a referral for government-wide suspension or debarment.

Certification

I certify that I have read, and understand, the "SAMHSA Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the SAMHSA peer review process, including reviewer recruitment, and agree:

(1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
(2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any NIH secure computer system or peer review meeting;
(3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the SAMHSA Review Officer (SRO) or other designated SAMHSA official;
(4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal;
(5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;
(6) not to disclose procurement information prior to the award of a contract; and
(7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated SAMHSA official.

Cancel ✓ I Agree

Figure 115: Confidentiality Agreement - Lobbyist

2. Select the radio button indicating **I am a federally registered lobbyist, the meeting date falls within my term.**

3. Click the **I agree** button at the bottom of the screen.

   The *Registered Lobbyist Verification* screen displays. This screen shows that you have indicated that you are a federally registered lobbyist and explains the purpose for requesting the lobbyist status of reviewers. The screen provides a link for accessing additional information on this topic.

The *Registered Lobbyist Verification* screen also provides a chance to confirm or cancel this designation.

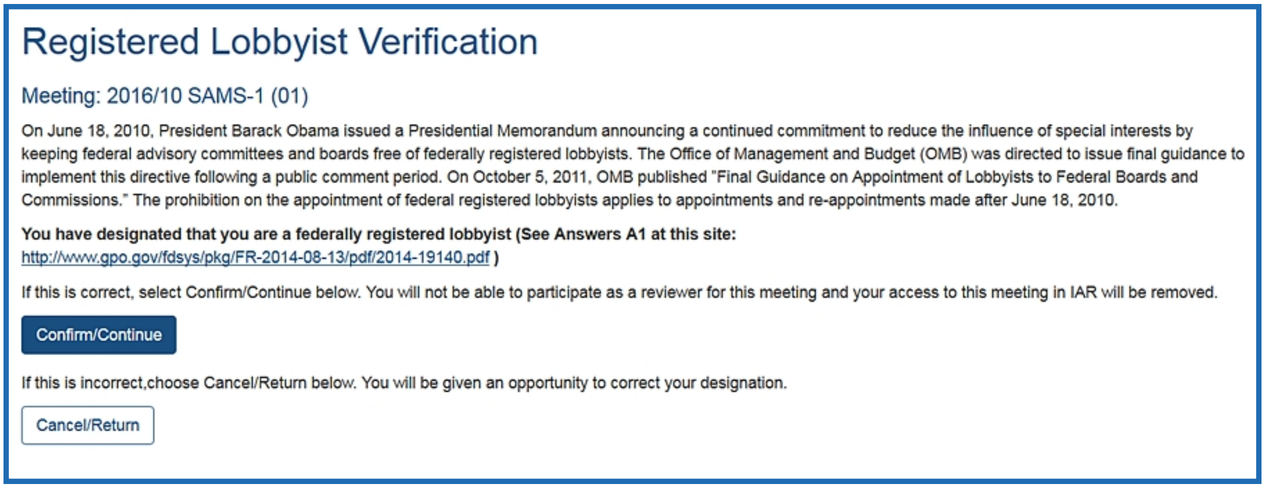


Figure 116: Registered Lobbyist Verification Screen

NOTE: Once you have indicated your status as a federally registered lobbyist, you will be denied access to the meeting. You will not have the ability to reverse the status yourself. If you mistakenly designate yourself as a federally registered lobbyist, you must contact the eRA Service Desk for assistance.

---

4. *Only if you have accessed this screen and are NOT a federally registered lobbyist:* Select the **Cancel/Return** button to return to the *List of Meetings* screen. Refer to *Reviewer is Not a Federally Registered Lobbyist* on page 57 to continue.

5. *Only if you want to continue to confirm your status as a federally registered lobbyist:* Select the **Confirm/ Continue** button.

   The *List of Meetings* screen returns, displaying Access Denied: Federally Registered Lobbyist in the **Meeting** column. The Review Administrator receives an email whenever a potential reviewer designates himself as a federal lobbyist; however, it is a good idea to contact the Review Administrator directly in this situation.

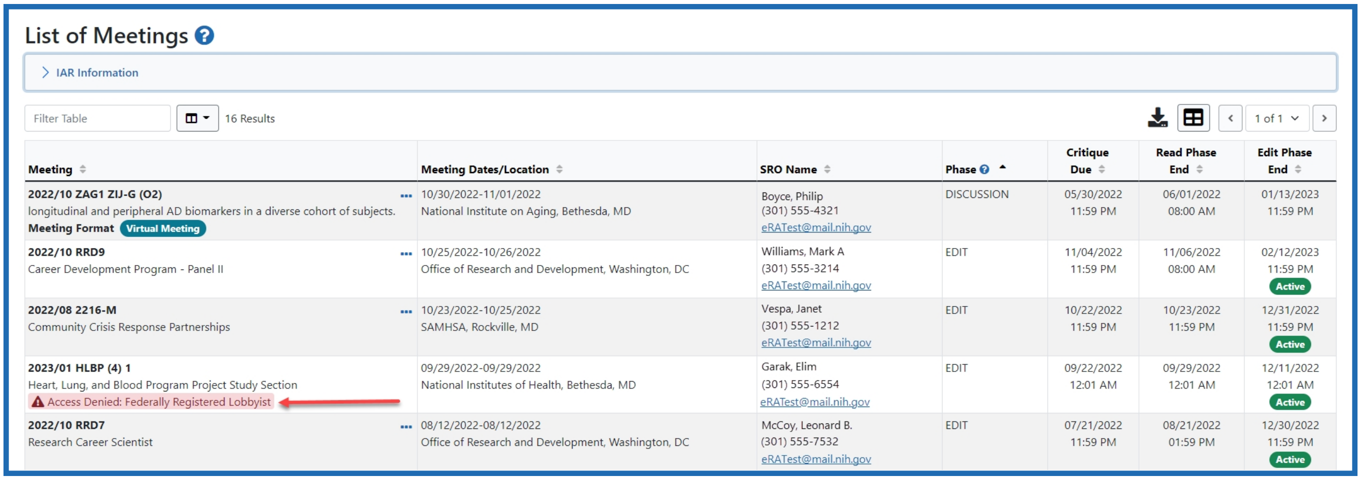


Figure 117: Access Denied Due to Lobbyist Status

Reviewer is Not a Federally Registered Lobbyist

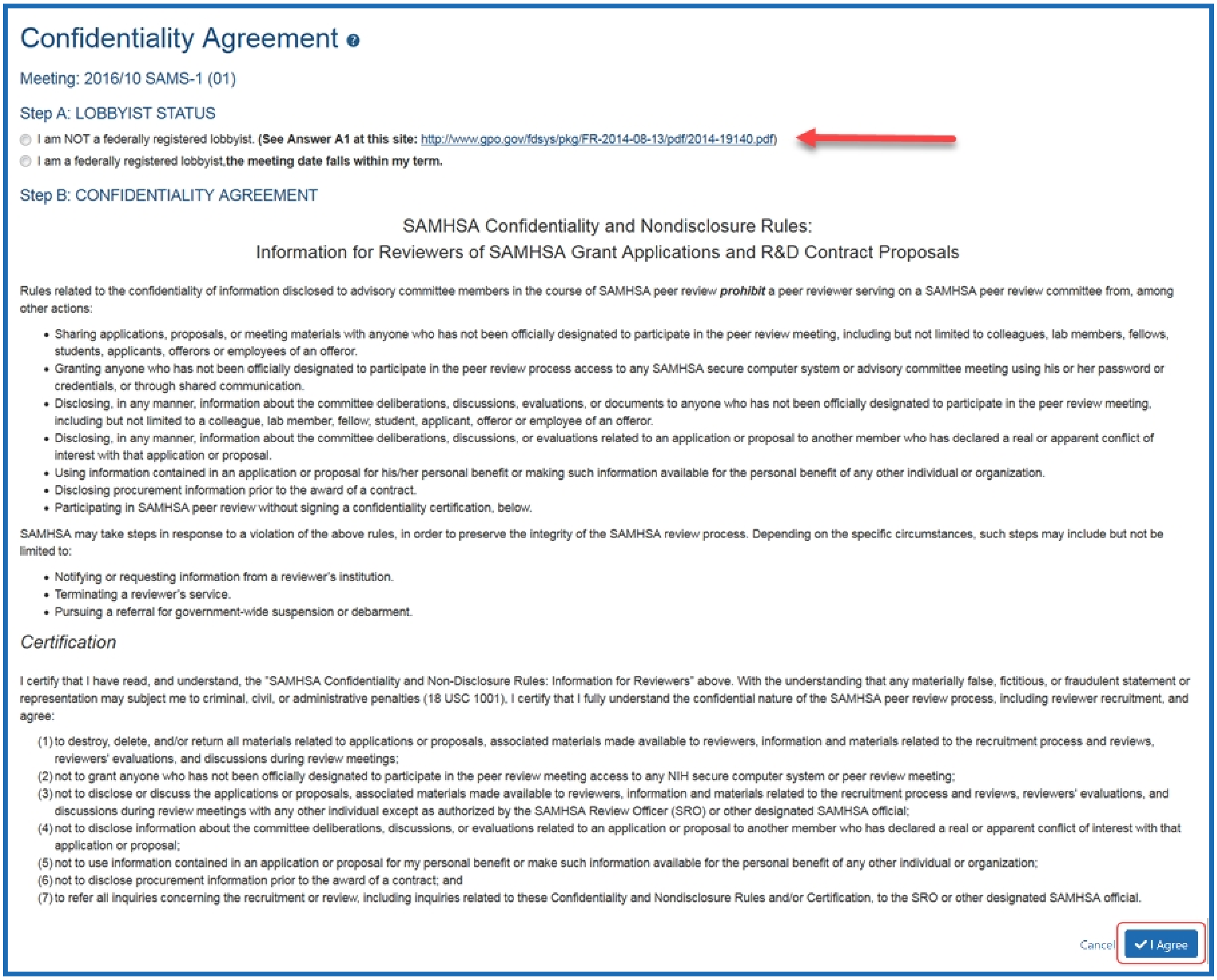
To access and sign the *Confidentiality Agreement* and indicate that you are NOT a federally registered lobbyist:

1. Select the **Confidentiality Statement** link from the three-dot ellipses icon menu in the **Meeting** column on the *List of Meetings*.

The *Confidentiality Agreement* displays. This screen contains the *SAMHSA Confidentiality and Non-Disclosure Rules*. Please read the agreement carefully.

1. Select the radio button indicating **I am NOT a federally registered lobbyist.**
2. Click the **I agree** button at the bottom of the screen.

The *List of Meetings* screen returns with the **Action** links appropriate for the meeting.



Confidentiality Agreement

Meeting: 2016/10 SAMS-1 (01)

Step A: LOBBYIST STATUS

I am NOT a federally registered lobbyist. **(See Answer A1 at this site:** http://www.gpo.gov/fdsys/pkg/FR-2014-08-13/pdf/2014-19140.pdf)

I am a federally registered lobbyist,**the meeting date falls within my term.**

Step B: CONFIDENTIALITY AGREEMENT

SAMHSA Confidentiality and Nondisclosure Rules:
Information for Reviewers of SAMHSA Grant Applications and R&D Contract Proposals

Rules related to the confidentiality of information disclosed to advisory committee members in the course of SAMHSA peer review ***prohibit*** a peer reviewer serving on a SAMHSA peer review committee from, among other actions:

- Sharing applications, proposals, or meeting materials with anyone who has not been officially designated to participate in the peer review meeting, including but not limited to colleagues, lab members, fellows, students, applicants, offerors or employees of an offeror.
- Granting anyone who has not been officially designated to participate in the peer review process access to any SAMHSA secure computer system or advisory committee meeting using his or her password or credentials, or through shared communication.
- Disclosing, in any manner, information about the committee deliberations, discussions, evaluations, or documents to anyone who has not been officially designated to participate in the peer review meeting, including but not limited to a colleague, lab member, fellow, student, applicant, offeror or employee of an offeror.
- Disclosing, in any manner, information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal.
- Using information contained in an application or proposal for his/her personal benefit or making such information available for the personal benefit of any other individual or organization.
- Disclosing procurement information prior to the award of a contract.
- Participating in SAMHSA peer review without signing a confidentiality certification, below.

SAMHSA may take steps in response to a violation of the above rules, in order to preserve the integrity of the SAMHSA review process. Depending on the specific circumstances, such steps may include but not be limited to:

- Notifying or requesting information from a reviewer's institution.
- Terminating a reviewer's service.
- Pursuing a referral for government-wide suspension or debarment.

Certification

I certify that I have read, and understand, the "SAMHSA Confidentiality and Non-Disclosure Rules: Information for Reviewers" above. With the understanding that any materially false, fictitious, or fraudulent statement or representation may subject me to criminal, civil, or administrative penalties (18 USC 1001), I certify that I fully understand the confidential nature of the SAMHSA peer review process, including reviewer recruitment, and agree:

(1) to destroy, delete, and/or return all materials related to applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings;
(2) not to grant anyone who has not been officially designated to participate in the peer review meeting access to any NIH secure computer system or peer review meeting;
(3) not to disclose or discuss the applications or proposals, associated materials made available to reviewers, information and materials related to the recruitment process and reviews, reviewers' evaluations, and discussions during review meetings with any other individual except as authorized by the SAMHSA Review Officer (SRO) or other designated SAMHSA official;
(4) not to disclose information about the committee deliberations, discussions, or evaluations related to an application or proposal to another member who has declared a real or apparent conflict of interest with that application or proposal;
(5) not to use information contained in an application or proposal for my personal benefit or make such information available for the personal benefit of any other individual or organization;
(6) not to disclose procurement information prior to the award of a contract; and
(7) to refer all inquiries concerning the recruitment or review, including inquiries related to these Confidentiality and Nondisclosure Rules and/or Certification, to the SRO or other designated SAMHSA official.

Cancel | I Agree

Figure 118: Confidentiality Agreement - Not a Lobbyist

SAMHSA - List of My Assigned Applications

The *List of Applications* screen lets reviewers view information about the applications in the meeting and provides access to such actions as submitting and viewing scores and critiques. The information shown on this page is customized based on the current meeting phase and on the meeting permissions set by the SRA. Available information also varies depending on the reviewer type and a reviewer's conflicts of interest.

Accessing the List of My Assigned Applications Screen

To access the *List of Applications* after signing the confidentiality agreement (refer to SAMHSA Confidentiality Agreement):

1. Log into eRA Commons and select **the Internet Assisted Review** tab.

The List of Meetings screen displays. If accessible, the **View List of Applications** link is displayed in the **Meeting** column by clicking the three-dot ellipses icon.

2. Select the **View List of Applications** link.

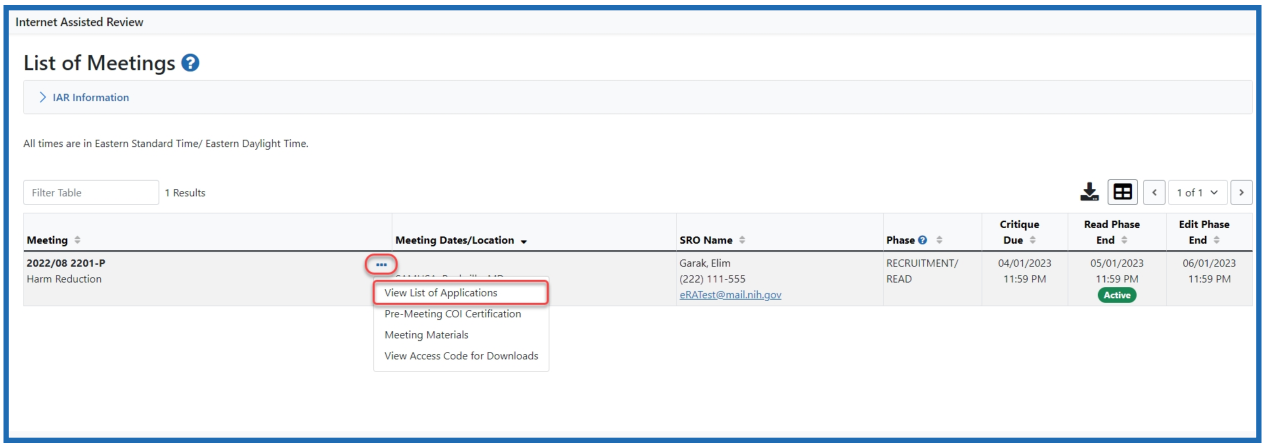


Figure 119: View List of Applications link in List of Meetings screen

By default, the applications screen initially shows only the applications assigned to the reviewer; however, in later phases of the meeting, IAR provides access via this screen for viewing all applications in the meeting if the SRO* has opened the meeting for unassigned critiques. To view all applications in the meeting, toggle the Show only Assigned Applications switch to off.

Both views display information for the applications in the meeting. The meeting title, identifier, and phase as well as meeting dates and critique dates display above the list of applications.

Below this information are links for **View Critique Options**, and **List Application Options**, which vary from phase to phase.

The *List of Applications* table lists applications with columns on information for **Review Order**; **Application Number** (including the associated RFA/PA), which can include special identifiers for **Clinical Trial**, **CTRE** (Clinical Trial Research Experience) and **HFT** (Human Fetal Tissue); **PI Name** which can include **ESI** and **NI** (Early Stage Investigator and New Investigator) status identifiers; **Project Title**, which can include **Latest eAddition Date** link; **Average Preliminary Score**; **Role** column which, depending on the phase in the review process, can show Reviewer, Prelim. Score, and Final Score. Available actions for review are accessed by clicking the three-dot ellipses icon.

For Type 3 competitive applications linked to a Notice of Special Interest (NOSI), a link to that NOSI appears in the **Application Number** column.

You can sort any column where an ascending/descending icon ( ) is shown. Clicking the icon will first sort the column in an ascending order,

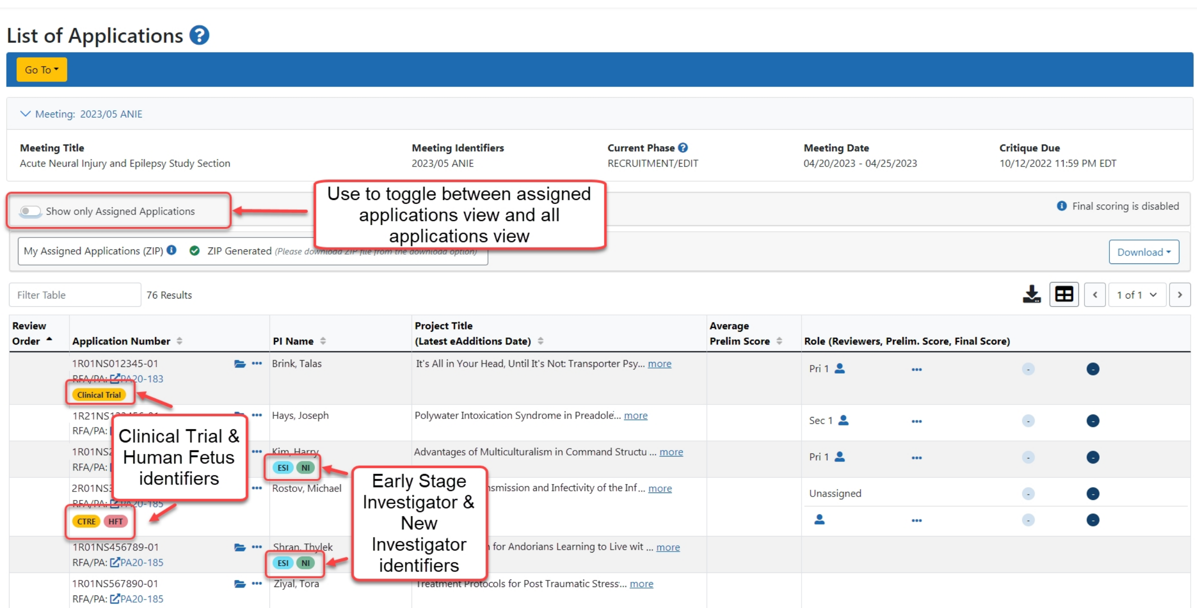


Figure 120: List of Applications default view showing special identifiers for New and Early Stage Investigators and Clinical Trial applications

The application number is displayed as a hyperlink. Selecting this link opens the application Grant Folder, from which several other options are available for viewing including the e-application, prior summary statements (if existing), and any e-additions that have been added for the application.

Available actions accessed by clicking the three-dot ellipses icon include **Submit Critique**, **View Critique**, and **Delete Critique** depending on whether a reviewer is allowed to submit or has already submitted a critique.

The **Assignment Role** for an application displays a red COI identifier if the reviewer has a conflict of interest with personnel of the application. Links for submitting, viewing, and deleting critiques are not displayed for these applications. In addition, the existence of a specific type of conflict (CD Conflict) will suppress the link to the application's Grant Folder.

The *List of Applications* screen provides access to the tools necessary for completing tasks in each phase. As such, the look and functionality of this screen may vary depending on a reviewer's role and the current meeting phase.

The following links display on the List of All Applications screen regardless of the current meeting phase:

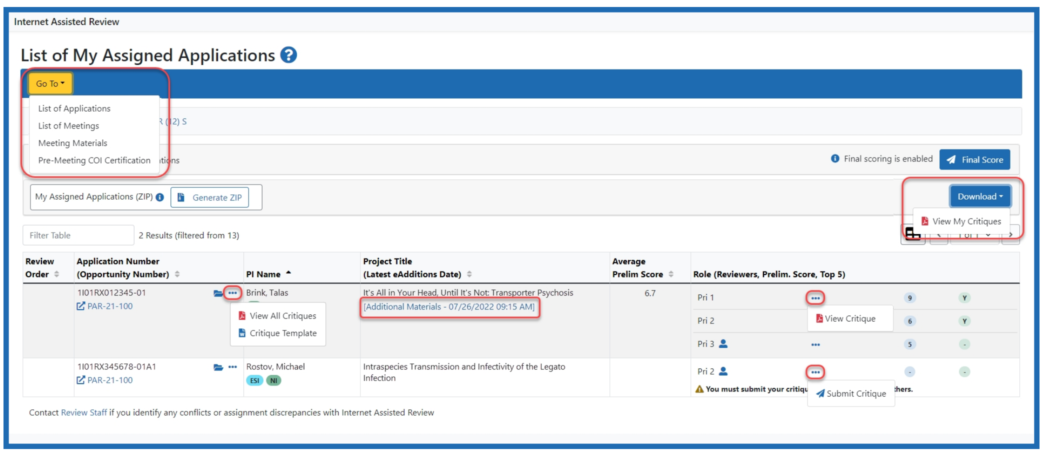


Figure 121: List of My Assigned Applications with outlined links

List All Applications

Updates the screen to show all the applications in the meeting, regardless of the current reviewer's assignments. This is not available for Mail reviewers and reviewers blocked by the SRO from viewing others' critiques before submitting their own. The toggle switch indicates the current view.

List of Meetings

Returns the user to the *List of Meetings* screen.

Show only Assigned Applications toggle

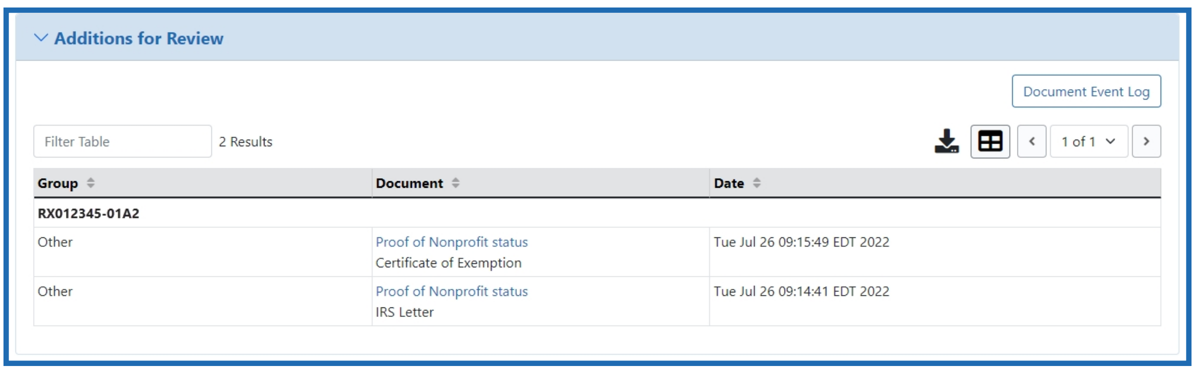
Updates the screen to show only the applications assigned to the reviewer. This is the default view of the screen. Use the toggle switch to view all applications.

View My Critiques / View All Critiques for Assigned Applications

Opens a PDF document containing all a reviewer's preliminary critiques and scores.

Additional Materials

The Additional Materials link displays within the Title column (beneath the application title) if the application has at least one eAddition in its Grant Folder. The link opens the Additions for Review section of the Grant Folder.



TIP: To keep track of any additional material added without checking back every time, simply look for the date displayed within the link. This represents the Latest eAdditions Date.

Final Score Sheet (button)

This button is not applicable to SAMHSA users.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Submit Critiques & Scores (Online Critiques)

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Certain review meetings may use online critique templates in lieu of Microsoft Word versions, if the notice of funding opportunity (NOFO) is compatible with online critiques.

With the online critique system, you fill out critiques and enter scores directly on a web page. The scientific review officer (SRO) will inform you whether to use online critiques or the Word version.

If a meeting is using online critiques, an Online Critique icon appears on the *List of Meetings* screen in the **Meeting** column.

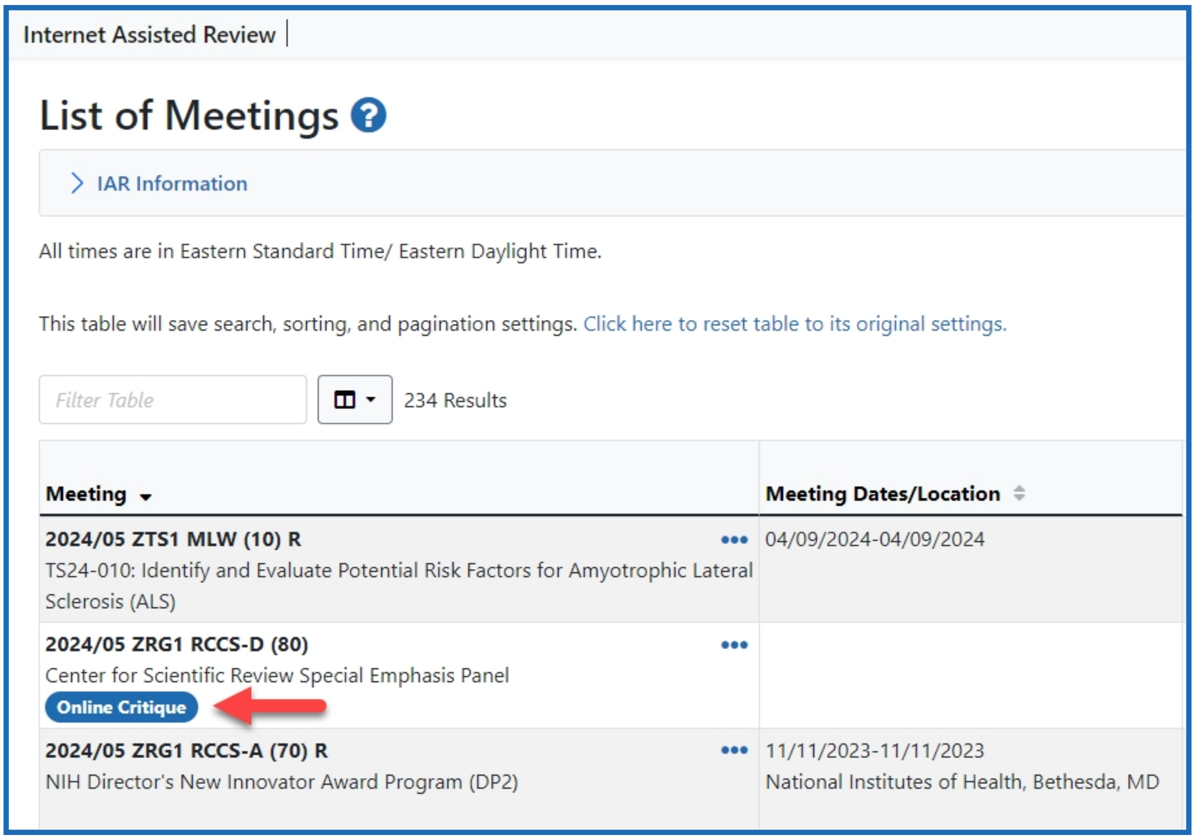


Figure 122: List of Meetings screen showing the Online Critique icon for meetings configured for online critiques

To access the online critique, click on the **Submit Critique**link by selecting the three-dot ellipses icon in the **Application Number (Opportunity Number)** column of the *List of Applications* or *List of My Assigned Applications* screen to access online critiques.

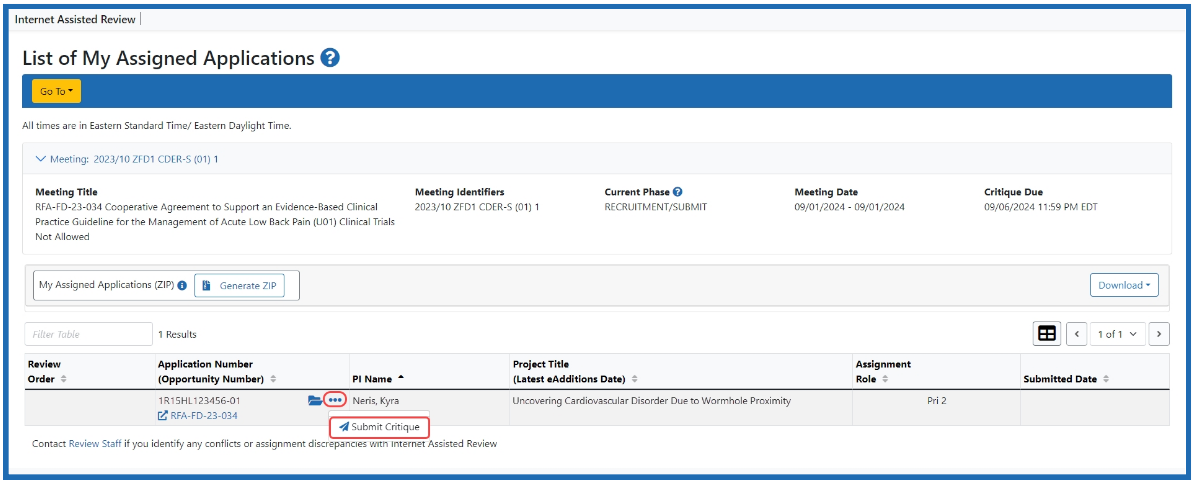


Figure 123: List of My Assigned Applications screen showing the submit link

NOTE: The *List of Applications* screen will not have theDownload Zip of All Critiques link for the meeting if online critiques are in use. There will be no Critique Template links in *Meeting Materials* or *List of Applications* screens. Instead users will click the three-dot ellipses icon in the **Application Number** column of the *List of Applications* screen, select **Submit Critique** and are taken to the *Online Critique* screen.

About Online Critique Templates

Online Critiques Under SRF

Navigation and submission capabilities of online critiques for funding opportunities using the simplified review framework (SRF) remain the same for all agencies (see About Online Critiques and Navigating the Online Critique Screen for more information). The differences between the critiques for different agencies is the method of scoring and the number of factors that are evaluated.

To access agency specific instructions, refer to the links below:

- [Submit Critiques & Scores for Reviews using Factor Criteria (Simplified Review Framework)]

All Other Applications

Certain review meetings may use online critique templates in lieu of Microsoft Word versions, if the notice of funding opportunity (NOFO) is compatible with online critiques.

The benefits of online critiques for reviewers:

- Includes review criteria from the NOFO used to submit the application so that reviewers have all the information in front of them as they are reviewing applications and writing their critiques.
- Allows reviewers to enter scores and write critiques on the same screen.
- Alerts the reviewer to missing entries.
- Enables reviewers to conveniently save drafts and return to fill out the rest.

Online critiques include review criteria from the Notice of Funding Opportunity (NOFO) used to submit the application so that reviewers have all the information in front of them as they are reviewing applications and writing their critiques. In addition, the online critiques allow reviewers to enter scores and written critiques on the same screen.

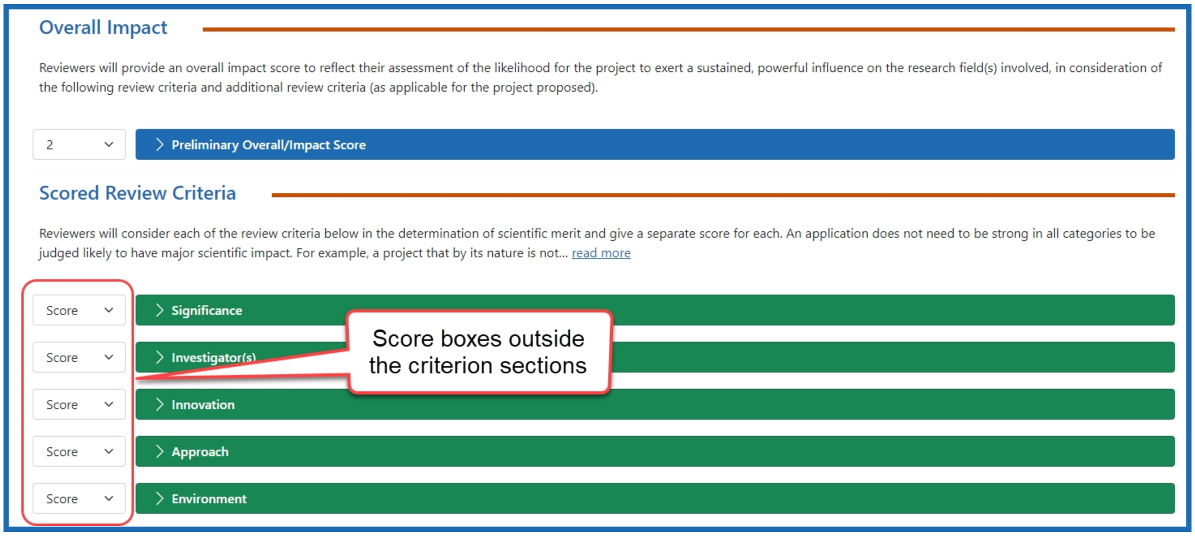
See the following topics for more information about using online critique templates:

- To learn about the *Online Critique* screen, see *Navigate the Online Critique Screen* on page 200.
- To learn how to complete an online critique, see *Complete an Online Critique* on page 215.
- To learn how to delete a critique or to see the versions you currently have and their save date, see *Delete an Online Critique* on page 230

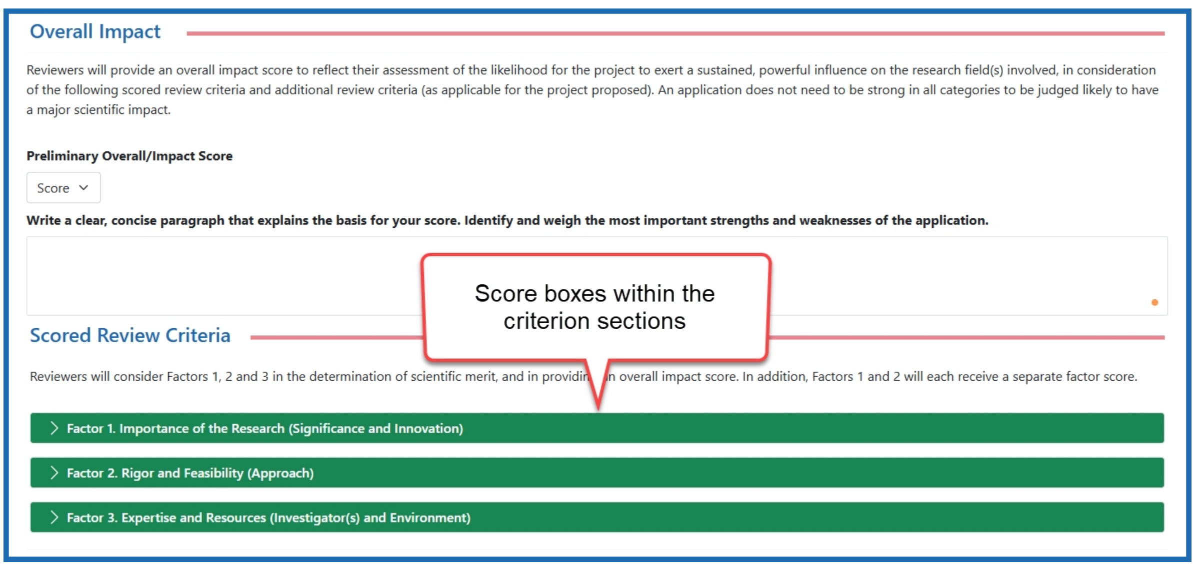
Online Critique Score boxes

As NIH transitions to the use of new Online Critique templates, there may be times when reviewers and review staff see a mix of templates in IAR.

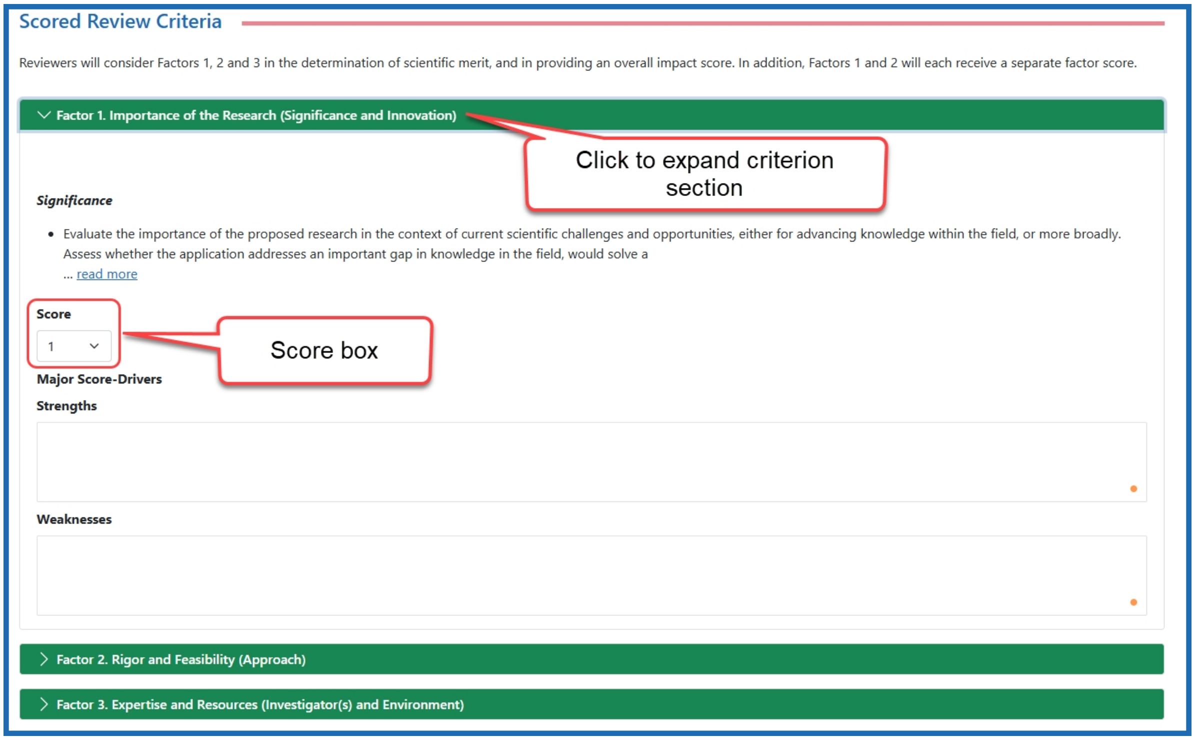
Some templates show the criterion/factor score boxes outside of each criterion expandable section.



Newer templates have the score boxes contained within the expandable criterion sections:



To access the score box, expand the section by clicking the section title:



As funding opportunities expire and new opportunities are published, the older templates (score boxes outside the criterion sections) will eventually not be seen.

Navigate the Online Critique Screen

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Navigation in online critiques was designed with flexibility in mind so that you can devote screen space to the area that you are working on. Various user interface elements let you collapse and expand areas of the screen. Some UI elements, such as text formatting tools, appear only when and where you need them.

Each area of the screen and what you can do with it, is explained below. Use the Tab key to navigate to each editable text entry field.

Topics on page:

Identifying the Critique You are Working On on page 208

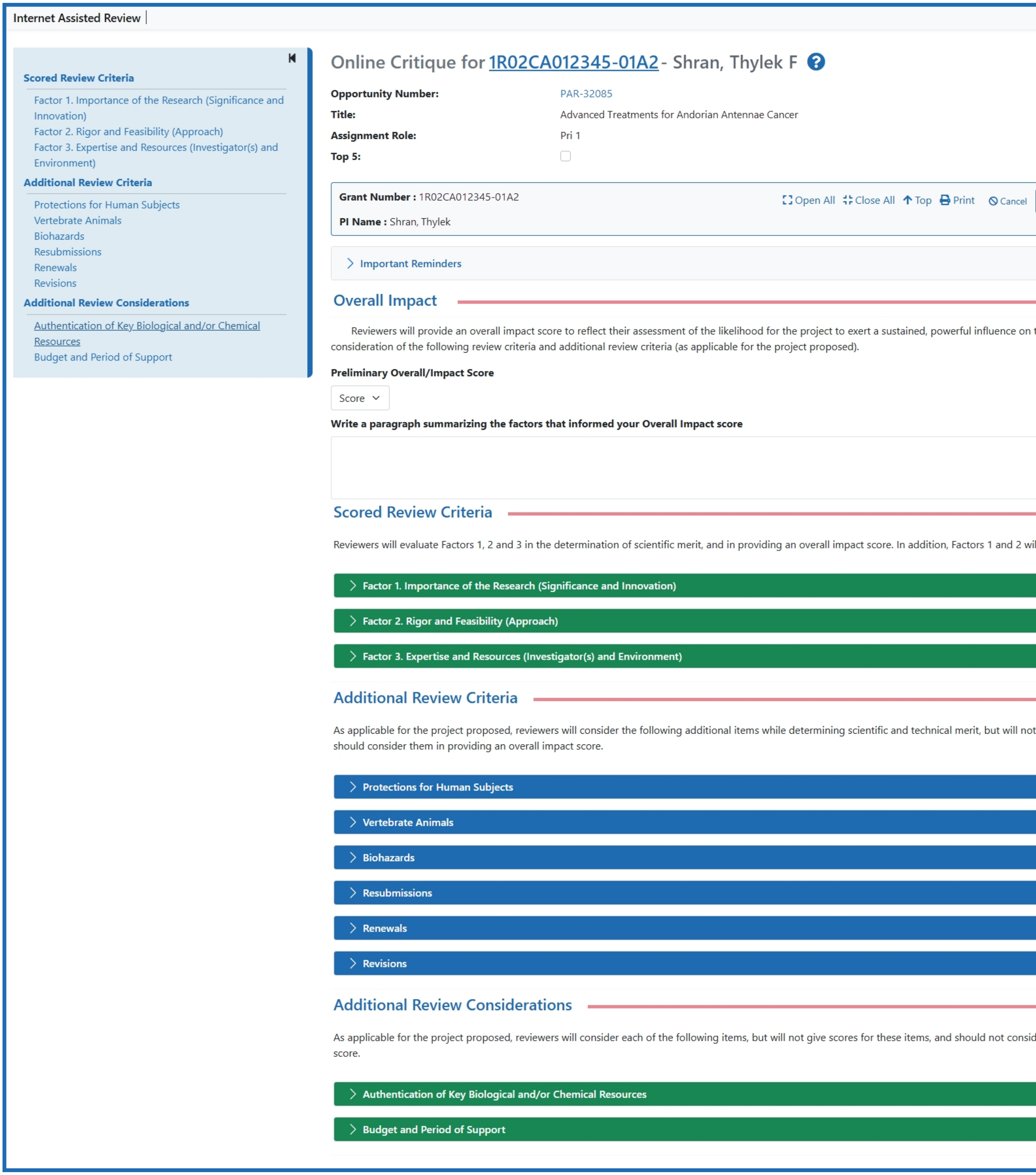
Viewing the FOA and Grant Folder on page 208

Navigation Pane of Review Criteria on page 209

Blue and Green Critique Criteria Text Entry Areas on page 210

Opening an Online Critique

To open an online critique, log into Internet Assisted Review, open a meeting, and go to the *List of All Applications* screen or the *List of My Assigned Applications* screen. There, click the submit link the three-dot ellipses icon under the **Application Number (Opportunity Number)** column for an application. Only those applications that are compatible with online critiques will open the *Online Critique* screen, which is shown below.


Internet Assisted Review |

Scored Review Criteria

Factor 1. Importance of the Research (Significance and Innovation)
Factor 2. Rigor and Feasibility (Approach)
Factor 3. Expertise and Resources (Investigator(s) and Environment)

Additional Review Criteria

Protections for Human Subjects
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions

Additional Review Considerations

Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support

Online Critique for 1R02CA012345-01A2 - Shran, Thylek F

Opportunity Number: PAR-32085
Title: Advanced Treatments for Andorian Antennae Cancer
Assignment Role: Pri 1
Top 5:

Grant Number : 1R02CA012345-01A2
PI Name : Shran, Thylek

Open All Close All Top Print Cancel

Important Reminders

Overall Impact

Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on t
consideration of the following review criteria and additional review criteria (as applicable for the project proposed).

Preliminary Overall/Impact Score

Score

Write a paragraph summarizing the factors that informed your Overall Impact score

Scored Review Criteria

Reviewers will evaluate Factors 1, 2 and 3 in the determination of scientific merit, and in providing an overall impact score. In addition, Factors 1 and 2 wil

Factor 1. Importance of the Research (Significance and Innovation)
Factor 2. Rigor and Feasibility (Approach)
Factor 3. Expertise and Resources (Investigator(s) and Environment)

Additional Review Criteria

As applicable for the project proposed, reviewers will consider the following additional items while determining scientific and technical merit, but will not
should consider them in providing an overall impact score.

Protections for Human Subjects
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions

Additional Review Considerations

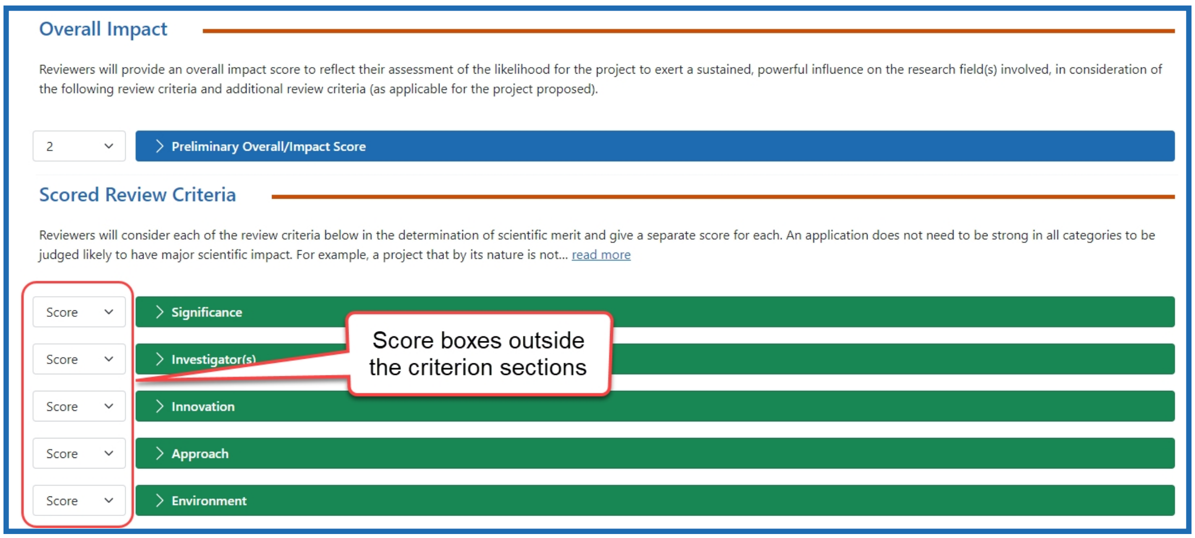
As applicable for the project proposed, reviewers will consider each of the following items, but will not give scores for these items, and should not consid
score.

Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support

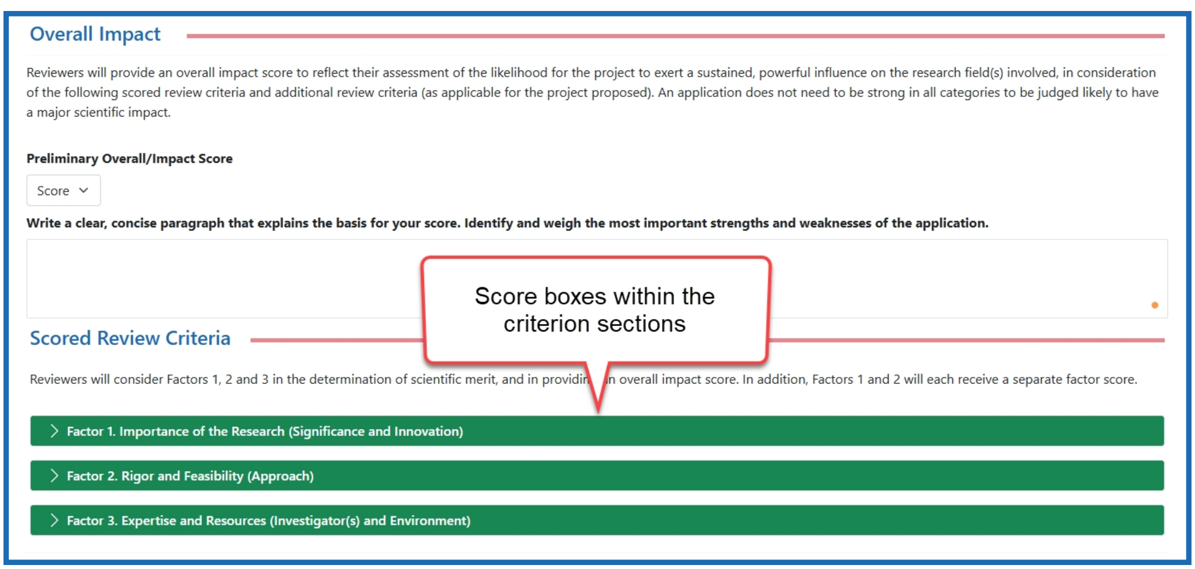
Online Critique Score boxes

As NIH transitions to the use of new Online Critique templates, there may be times when reviewers and review staff see a mix of templates in IAR.

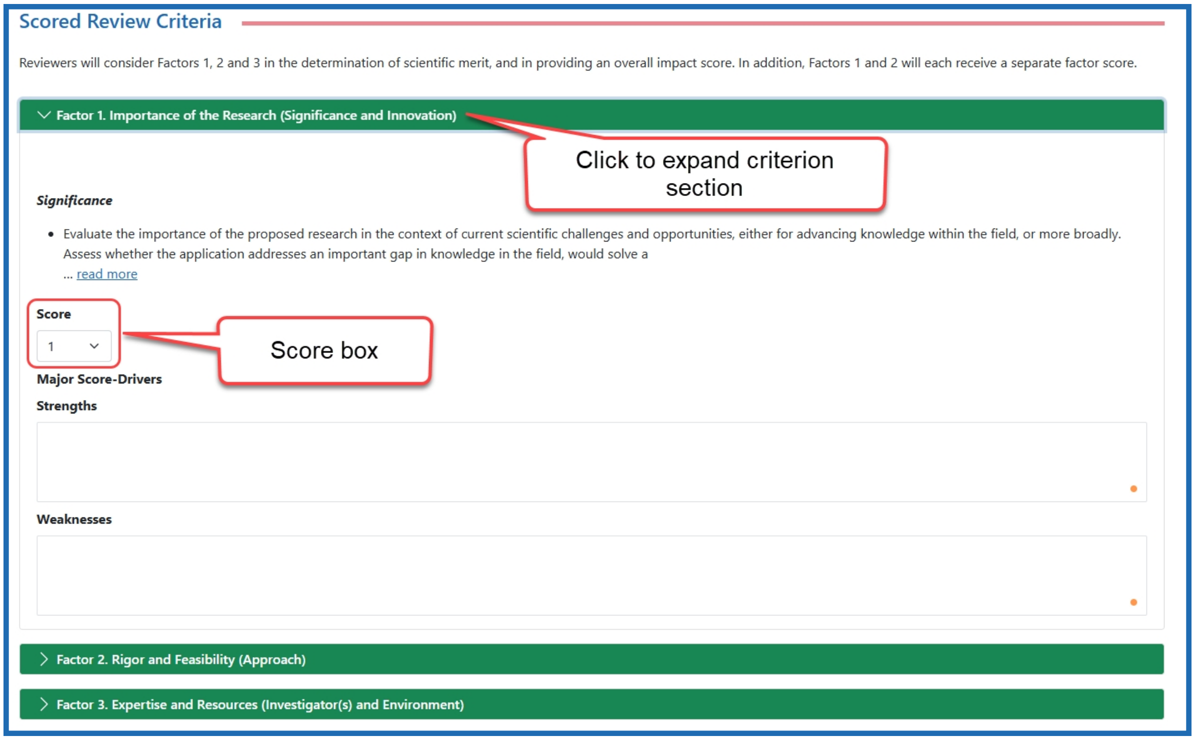
Some templates show the criterion/factor score boxes outside of each criterion expandable section.



Newer templates have the score boxes contained within the expandable criterion sections:



To access the score box, expand the section by clicking the section title:

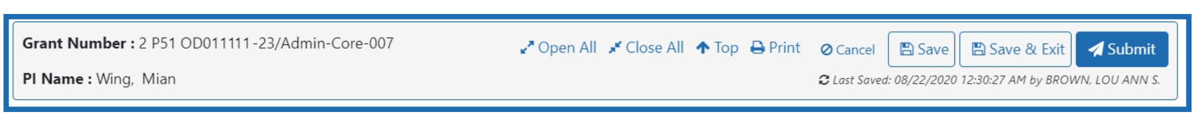


As funding opportunities expire and new opportunities are published, the older templates (score boxes outside the criterion sections) will eventually not be seen.

Floating Gray Summary Box

The gray floating summary box at the top of the *Online Critique* screen contains information to identify what application you are working on as well as buttons for navigation or actions you can take. This gray box floats on the page and remains at the top of the screen as you scroll down. It contains the grant number and principal investigator (PI) name to serve as a visual cue as to what application you are currently critiquing.

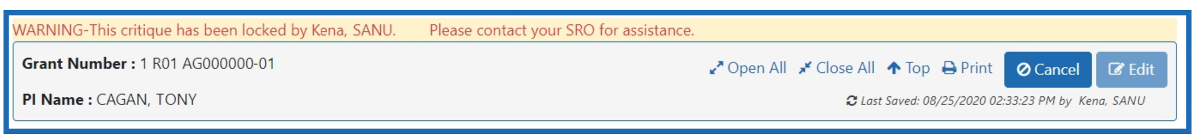
The gray box can appear in three different ways, depending on where you are in the online critique process:



ABOVE: Upon accessing the online critique for the first time, the floating gray box does not have a **Delete** button, but does have **Save**, **Save & Exit**, and **Submit**. The critique is editable.

ABOVE: If you save or submit an online critique, navigate away from the *Online Critique* screen, and return to the online critique later by clicking the submit link on the *List of Applications* screen, the online critique is initially read-only. You must click the **Edit** button to make it editable. Save and Submit buttons are unavailable while the critique is read-only.

ABOVE: The **Delete** button appears only the second time you access the *Online Critique* screen for a given application. If you go into a critique and save or submit it, then you return to the same online critique, and then you click **Edit**, you are presented with the gray box above, containing a **Delete** button. See *Delete an Online Critique* on page 230.



ABOVE: The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. If the SRO/ESA opens a critique and clicks the **Edit** button to make changes to it, it is locked to the reviewer until the SRO/ESA submits it. You can still view the critique, and you can see the changes the SRO/ESA has made, but you cannot continue editing until the SRO/ESA submits the critique.

Gray Box Action Buttons

The buttons on the floating gray box are as follows:

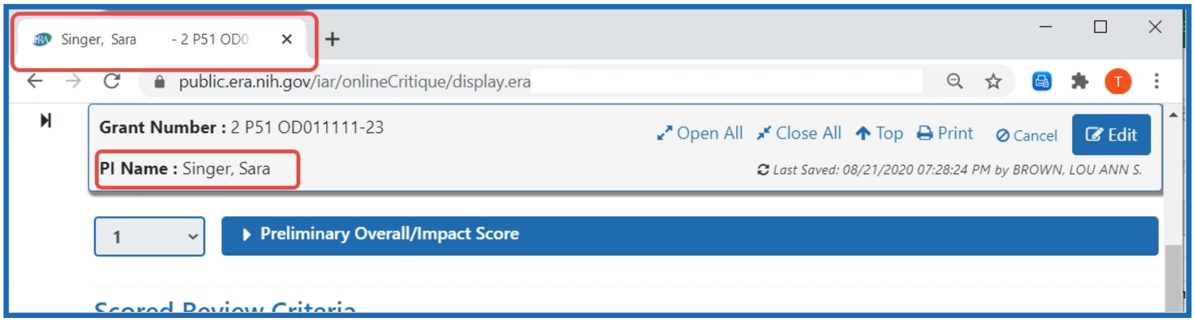
Button	Action
Open All	Expands all the data entry areas under the blue and green bars.
Close All	Collapses all the data entry areas under bars.
Top	Jumps you to the top of the *Online Critique* screen.
Print	Opens the a print window with the critique, complete with review criteria, criteria descriptions, and data you have entered. Print to PDF for a file that you can store on your local hard drive.
Cancel	Discards any changes since the last manual save or the last autosave, and returns you to the *List of Applications* screen. Autosave occurs every minute and every time you click from one text entry field to another. A manual save occurs when you click the **Save** button. So in general, the **Cancel** button only discards the last 60 seconds of edits. To blank out a critique completely, use the **Delete** button instead. See *Delete an Online Critique* on page 230.
Autosaved: 08/19/2020 01:25:33 PM	The autosave indicator tells you exactly when, down to the second, the last save occurred. You cannot turn the autosave function off. Autosave is currently configured to occur every minute and every time you click from one text entry field to another.

Button	Action
Save	Saves the draft online critique.
Save & Exit	Saves the draft online critique and returns to the *List of Applications* screen.
Delete	Takes you to the *Delete Critique/Score* screen, where you can delete the draft and/or the submitted version. The **Delete** button does not appear on the Online Critique screen the first time you access an online critique. It appears only after you save or submit and then subsequently edit the unsubmitted draft or submitted version. In the *Delete Critique/Score* screen, you can see the save and submit dates and times of both your submitted version (if applicable) and your draft version. See *Delete an Online Critique* on page 230.
Submit	Starts the submittal of the online critique. See *Complete an Online Critique* on page 215.
Edit	This button appears only if you have previously submitted or saved the online critique, and then you navigated away from the *Online Critique* screen and then you return to the critique. In that case, the online critique is initially read-only, and you must click the **Edit** button to make it editable. See *Complete an Online Critique* on page 215 or *Complete an Online Critique* on page 215.

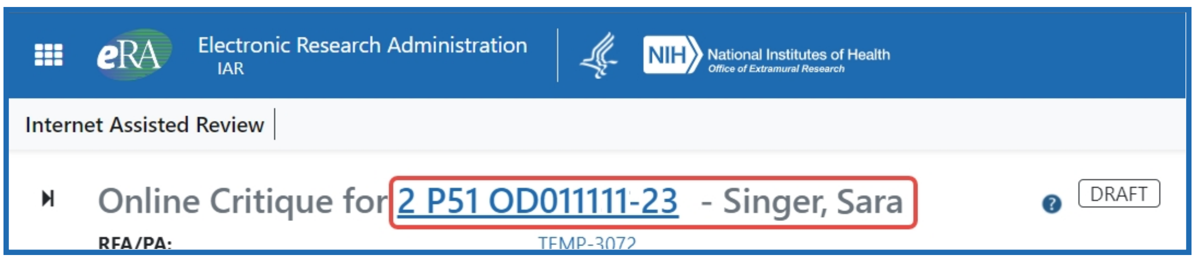
Identifying the Critique You are Working On

While you are working on critiques, you might open several critiques in separate tabs. There are a few visual aids to help you keep track of the critiques you are editing.

The browser tab label lists the principal investigator (PI) and grant number, as does the floating gray summary box that is always visible at the top of the screen.

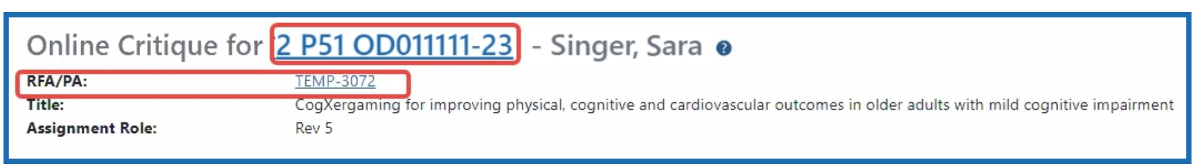


In addition, the PI and grant number are always listed at the top of the screen:



Viewing the FOA and Grant Folder

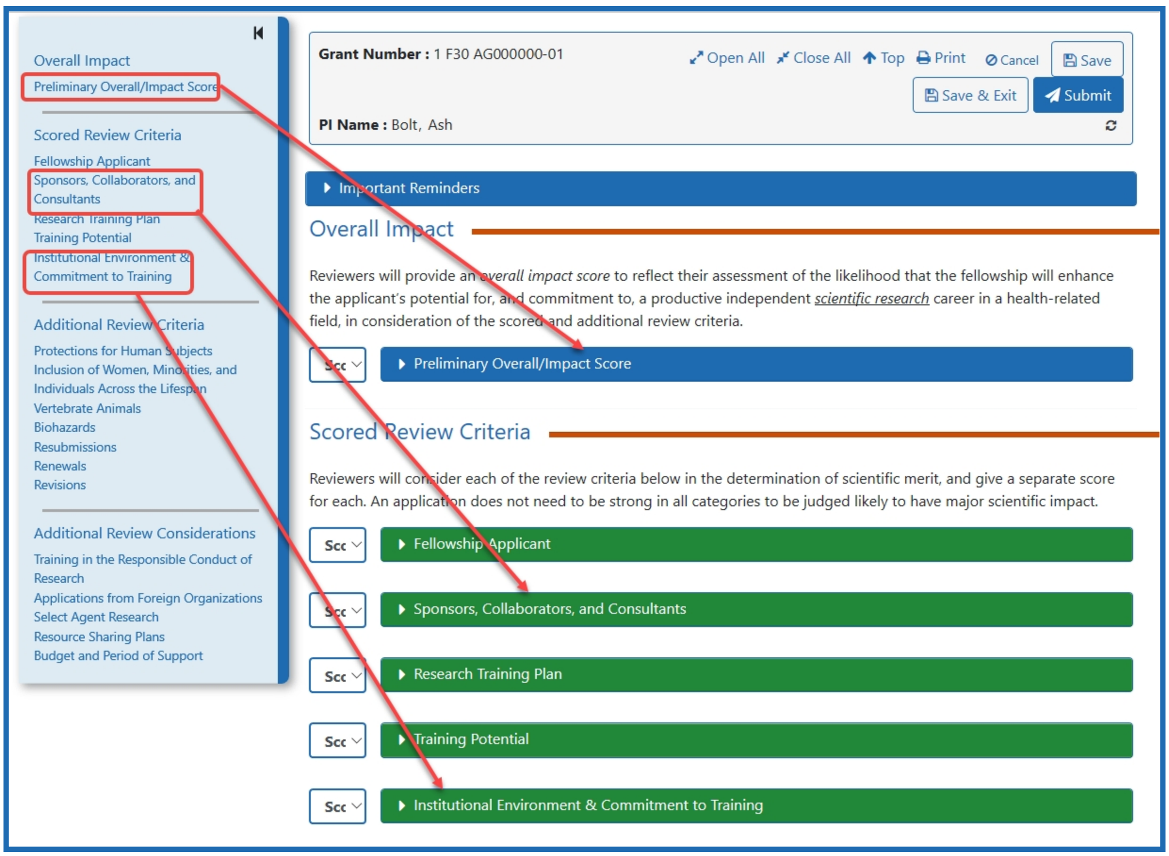
Click the application number link to be taken to the application folder for this application. To view the complete FOA that this application is submitted under, click the RFA/PA link at the top of the Online Critique screen.



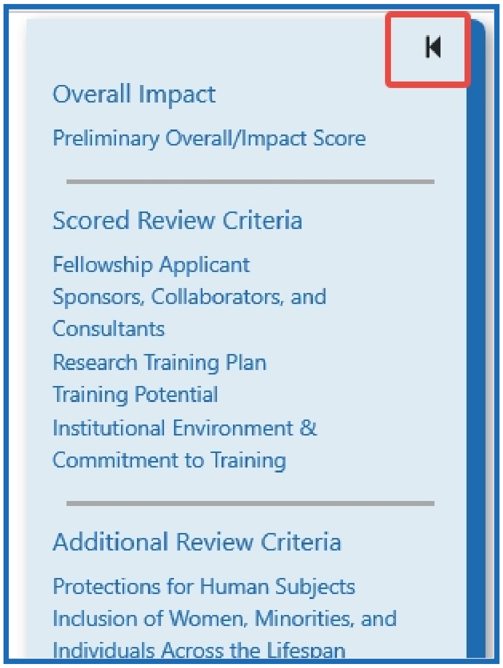
Navigation Pane of Review Criteria

The navigation pane of review criteria on the left is essentially an interactive, clickable table of contents for the critique. These criteria are based on the activity code of the funding opportunity announcement (FOA) and are pulled directly from the Application Review Information section of the FOA. Each review criteria on the left links to the corresponding blue and green bars on the right.

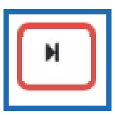
To navigate quickly through areas of the critique, click on the list of review criteria on the left to be taken to the corresponding heading.



If you need more room onscreen to work, you can hide the navigation pane by clicking the back button highlighted in red.



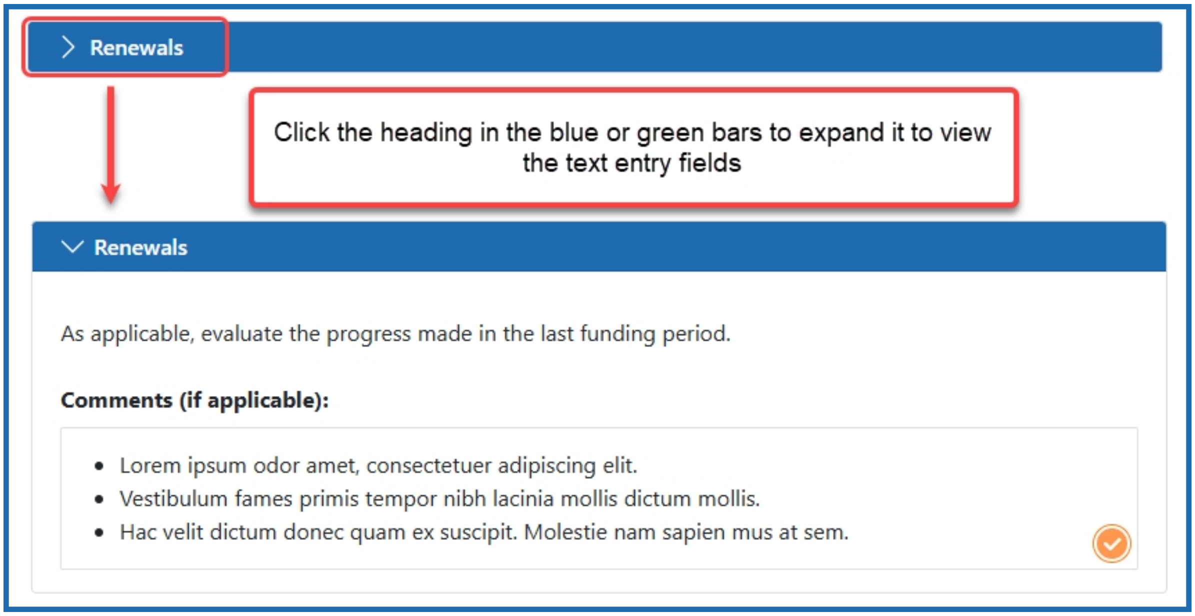
If the navigation pane is hidden, click the forward button shown below to restore it. This button appears at the upper left of the *Online Critiques* screen anytime the navigation pane is hidden.



Blue and Green Critique Criteria Text Entry Areas

When you want to edit a review criteria of the critique, click its name on the blue or green bar to "open" it. The text entry fields or other fields such as radio buttons drop down under the blue or green bar.

The blue and green colors do not have any particular meaning, but are meant as visual cues to show the extent of the section you are in. The section colors alternate between blue and green.



See *Editing in a Critique Text Field* on page 220 for filling out information under a blue or green heading.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.
- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

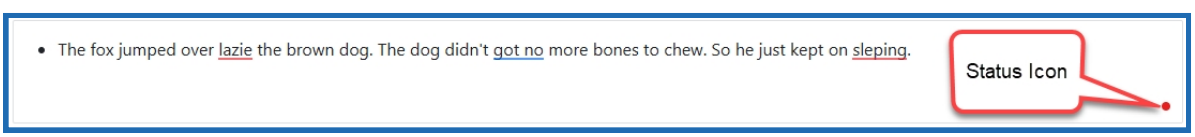


Figure 124: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

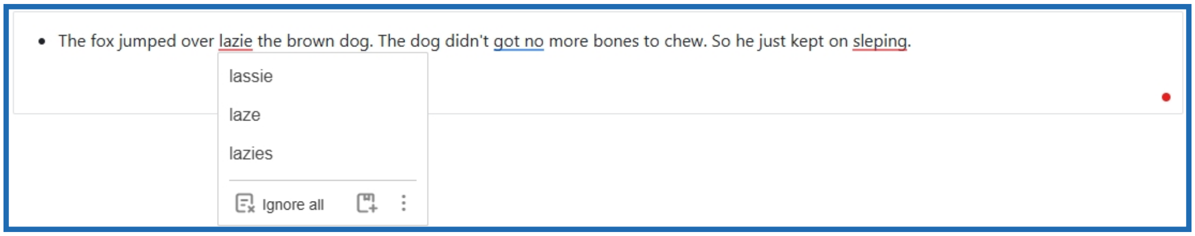


Figure 125: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

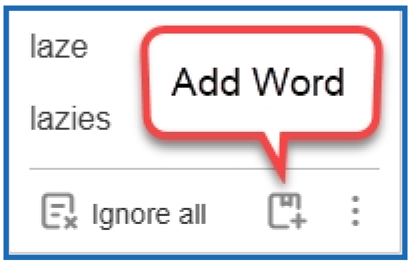


Figure 126: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

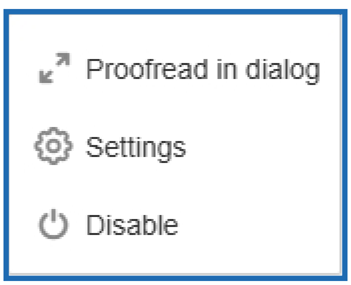


Figure 127: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

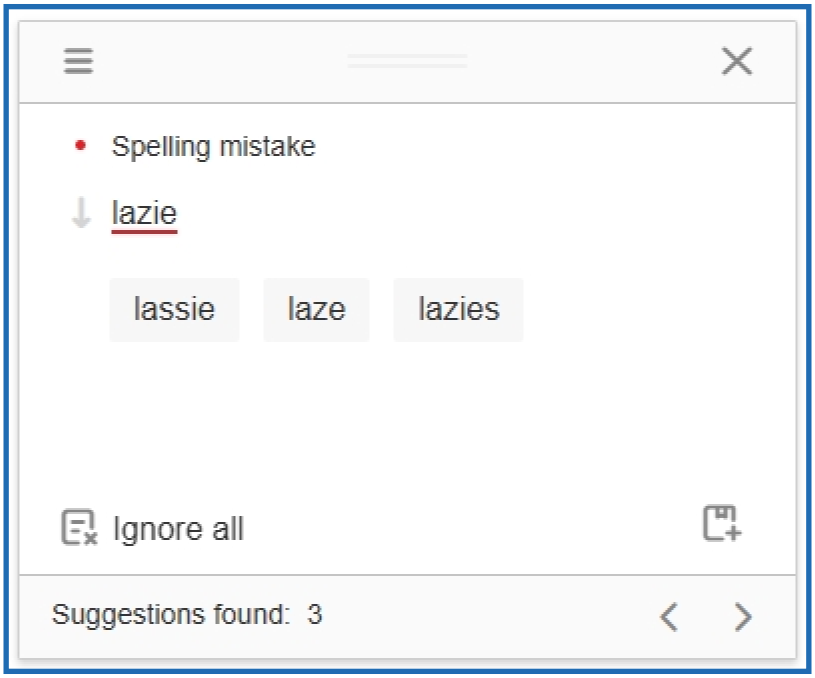


Figure 128: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

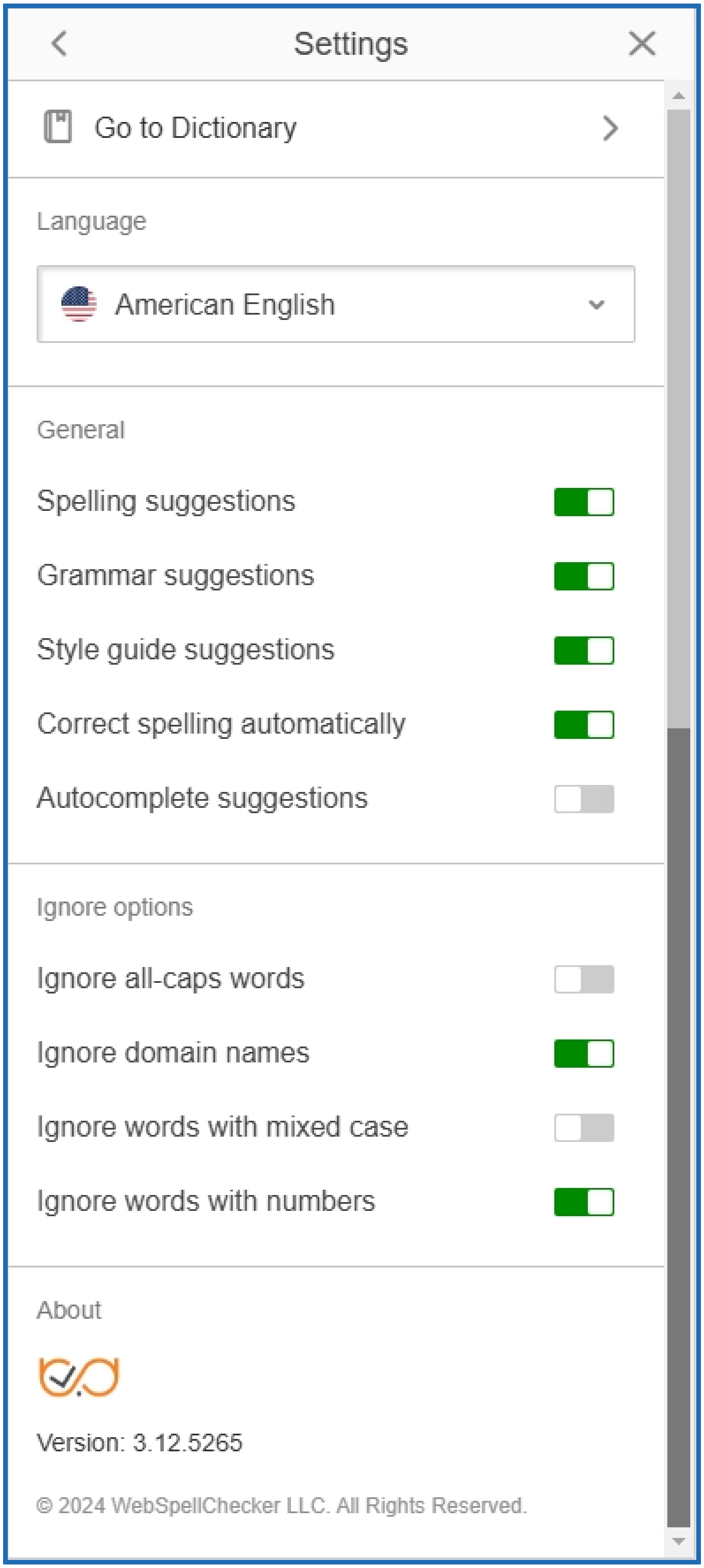
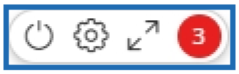

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

Figure 129: Setting control window

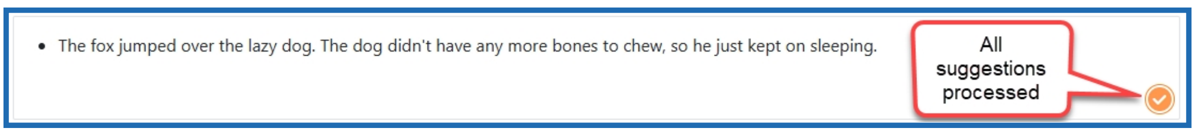
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.



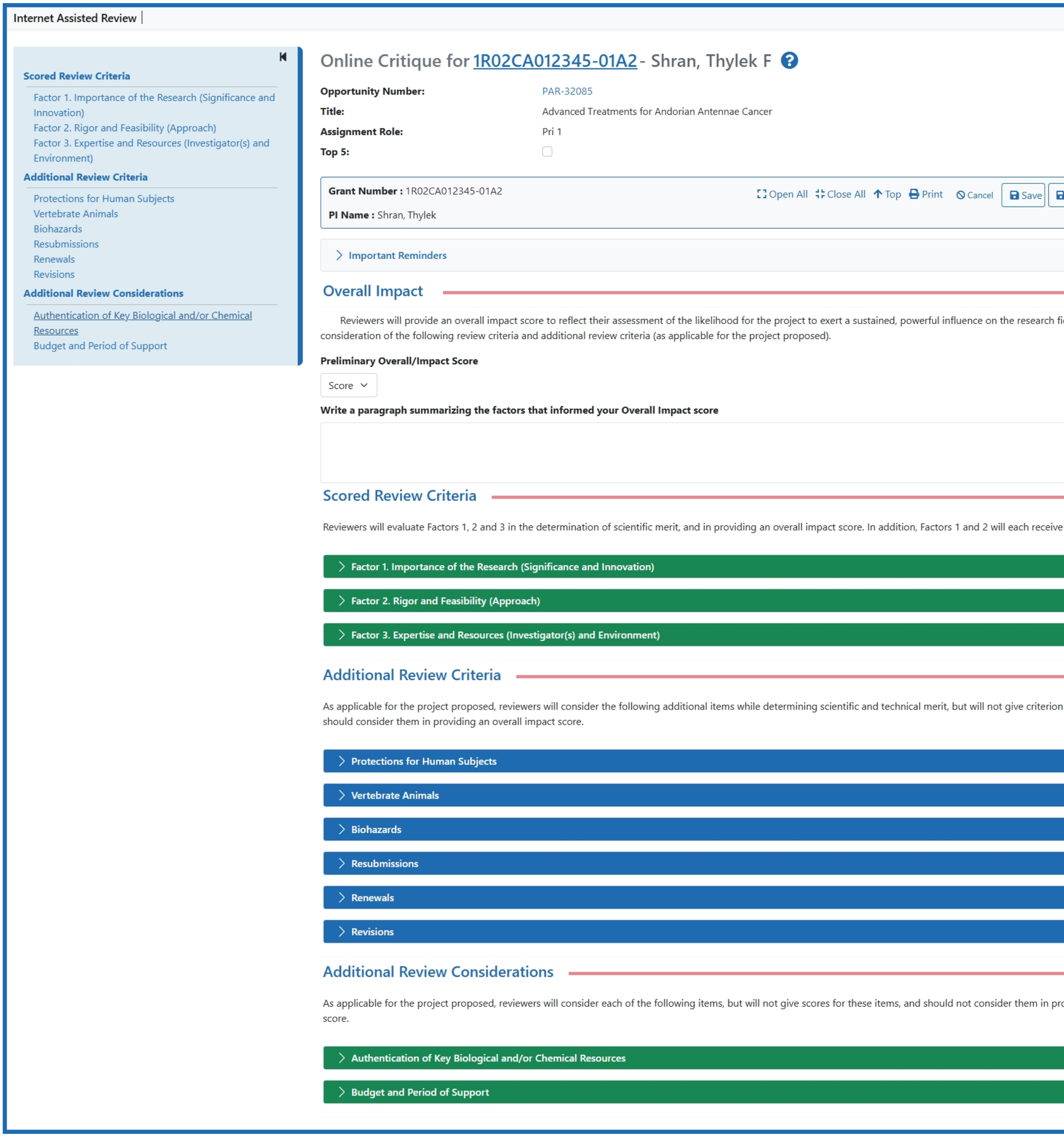
Complete an Online Critique

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

Open and Complete the Critique

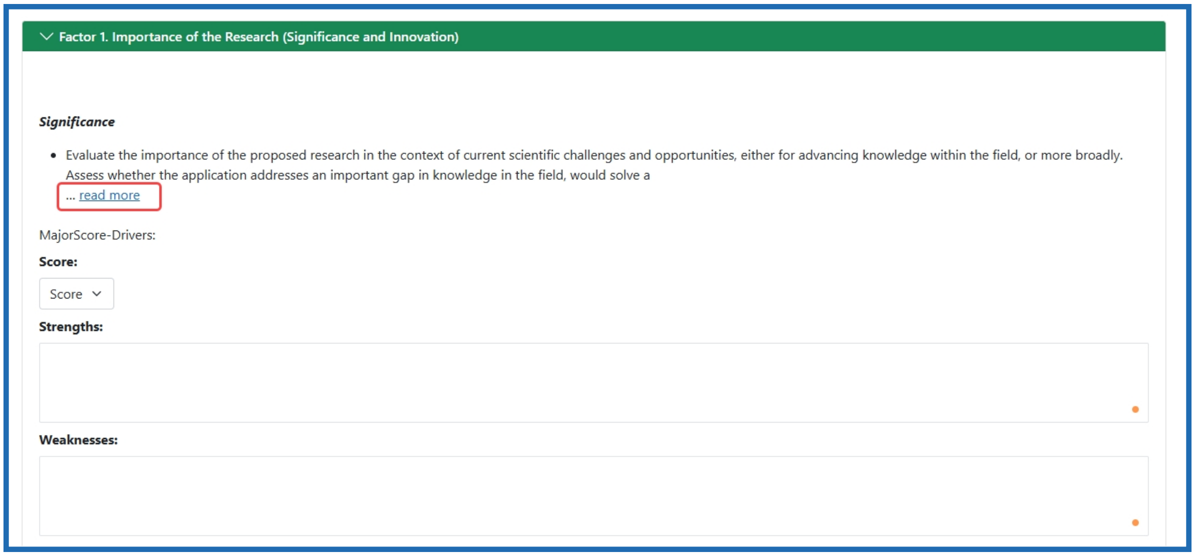
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review (IAR).
2. In the **Application Number (Opportunity Number)** column for the application for which you are submitting a critique, click the three-dot ellipses icon and select the **Submit Critique** option.
3. The Online Critique screen opens.


Internet Assisted Review
Scored Review Criteria
Factor 1. Importance of the Research (Significance and Innovation)
Factor 2. Rigor and Feasibility (Approach)
Factor 3. Expertise and Resources (Investigator(s) and Environment)
Additional Review Criteria
Protections for Human Subjects
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions
Additional Review Considerations
Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support
Online Critique for 1R02CA012345-01A2 - Shran, Thylek F
Opportunity Number:
PAR-32085
Title:
Advanced Treatments for Andorian Antennae Cancer
Assignment Role:
Pri 1
Top 5:
Grant Number : 1R02CA012345-01A2
PI Name : Shran, Thylek
Open All
Close All
Top
Print
Cancel
Save
Important Reminders
Overall Impact
Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research fi
consideration of the following review criteria and additional review criteria (as applicable for the project proposed).
Preliminary Overall/Impact Score
Score
Write a paragraph summarizing the factors that informed your Overall Impact score
Scored Review Criteria
Reviewers will evaluate Factors 1, 2 and 3 in the determination of scientific merit, and in providing an overall impact score. In addition, Factors 1 and 2 will each receive
Factor 1. Importance of the Research (Significance and Innovation)
Factor 2. Rigor and Feasibility (Approach)
Factor 3. Expertise and Resources (Investigator(s) and Environment)
Additional Review Criteria
As applicable for the project proposed, reviewers will consider the following additional items while determining scientific and technical merit, but will not give criterion
should consider them in providing an overall impact score.
Protections for Human Subjects
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions
Additional Review Considerations
As applicable for the project proposed, reviewers will consider each of the following items, but will not give scores for these items, and should not consider them in pro
score.
Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support

NOTE: Review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, from the SRO, that are relevant for the current meeting.

4. Click the blue or green headers to expand each section to begin filling out the critique. Use the tab key to jump from field to field.



5. For each review criteria, read the specific guidance for the criteria at the top of the editing area by clicking the read more link.
6. Select scores from the **Score** dropdown menu.
7. If present, select a radio button from each radio button group.
8. Enter your comments in text fields. See *Editing in a Critique Text Field* on page 220.

TIP: To ensure you do not inadvertently forget a field, enter N/A in the field if you have no comments for the field. This will also reduce warnings about empty fields when you submit the critique.

After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below. If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

About Scores

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. The scored categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

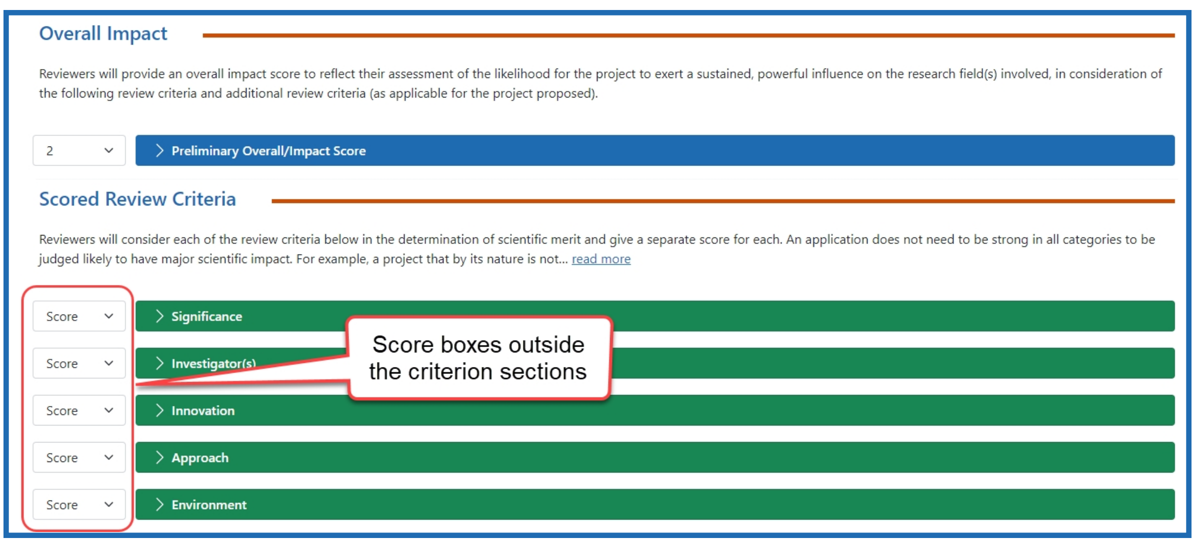
Also see:

- Scoring System and Procedure
- Additional Scoring Guidance for Research Applications
- Additional Scoring Guidance: Applications for Fellowships, Career Awards, and Institutional Training Grants

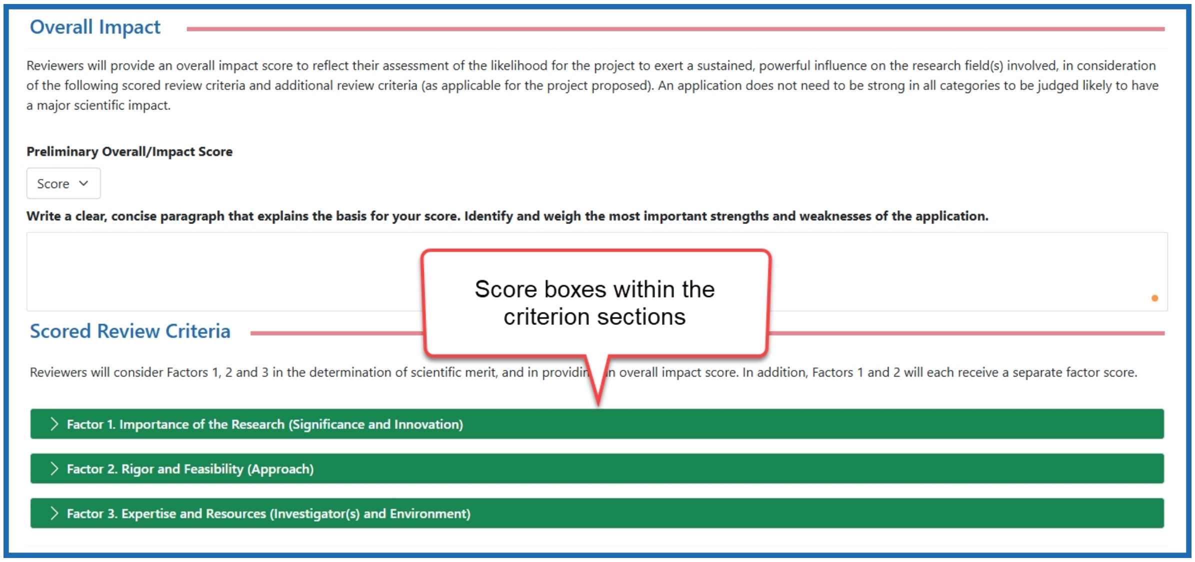
Online Critique Score boxes

As NIH transitions to the use of new Online Critique templates, there may be times when reviewers and review staff see a mix of templates in IAR.

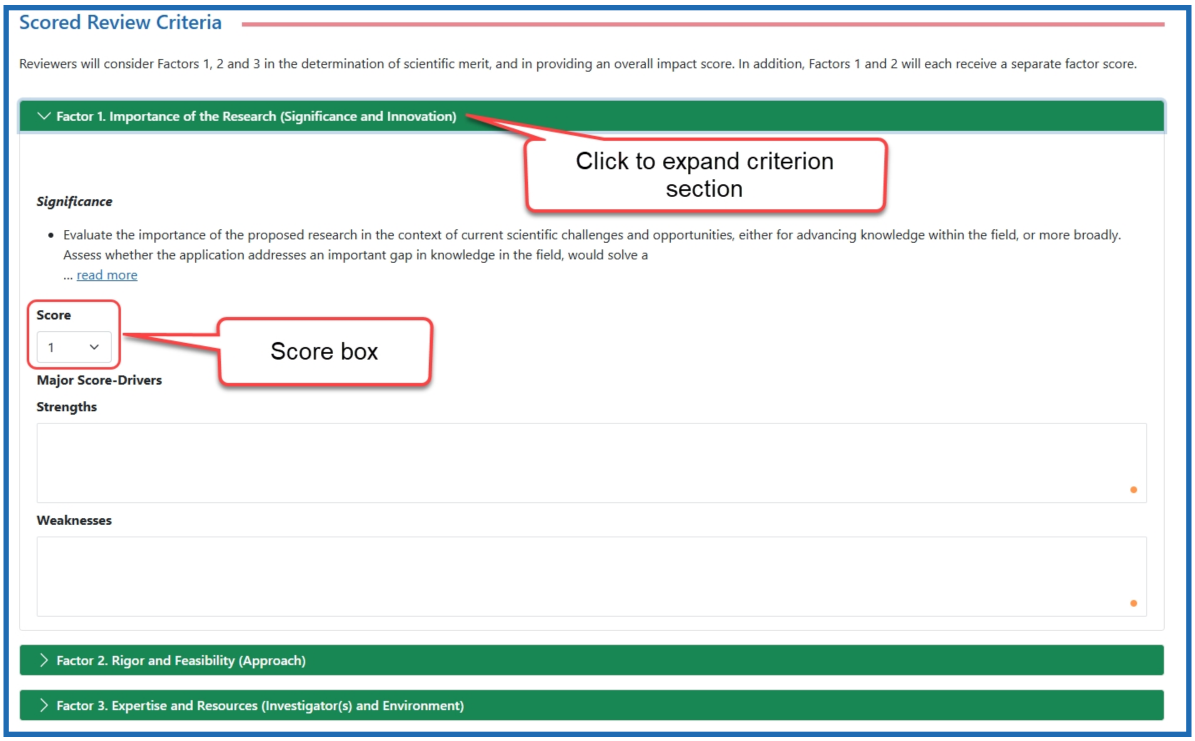
Some templates show the criterion/factor score boxes outside of each criterion expandable section.



Newer templates have the score boxes contained within the expandable criterion sections:



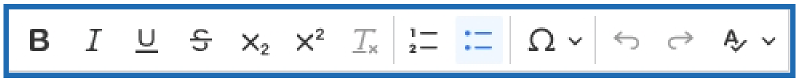
To access the score box, expand the section by clicking the section title:



As funding opportunities expire and new opportunities are published, the older templates (score boxes outside the criterion sections) will eventually not be seen.

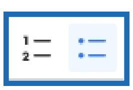
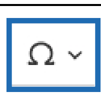
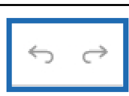
Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Copy Formatting tool. This works like Microsoft Word's Format Painter tool, transferring formatting from one section of text to another section of text. Select the text with the format you want, then click the Copy Formatting tool, then select the text to which you want to apply formatting.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.
- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

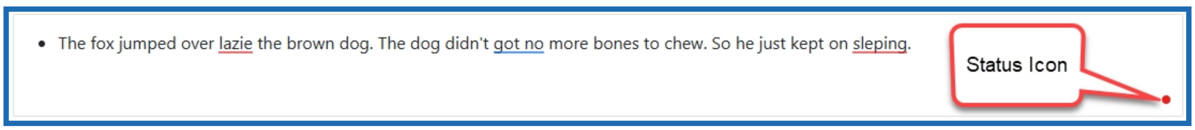


Figure 130: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

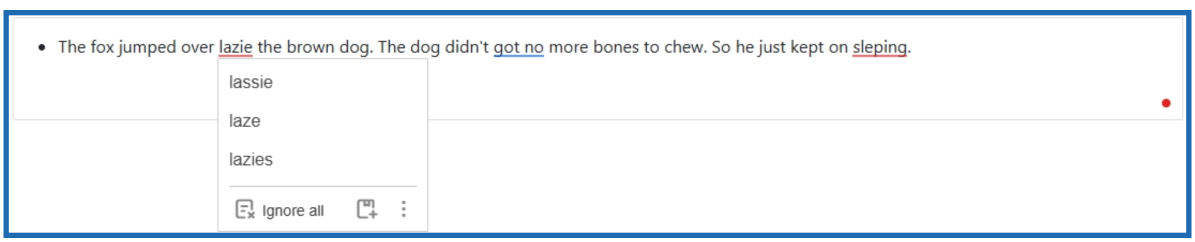


Figure 131: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

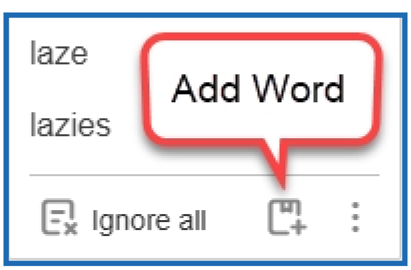


Figure 132: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

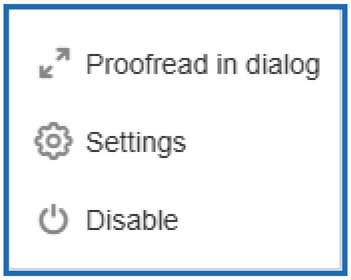


Figure 133: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

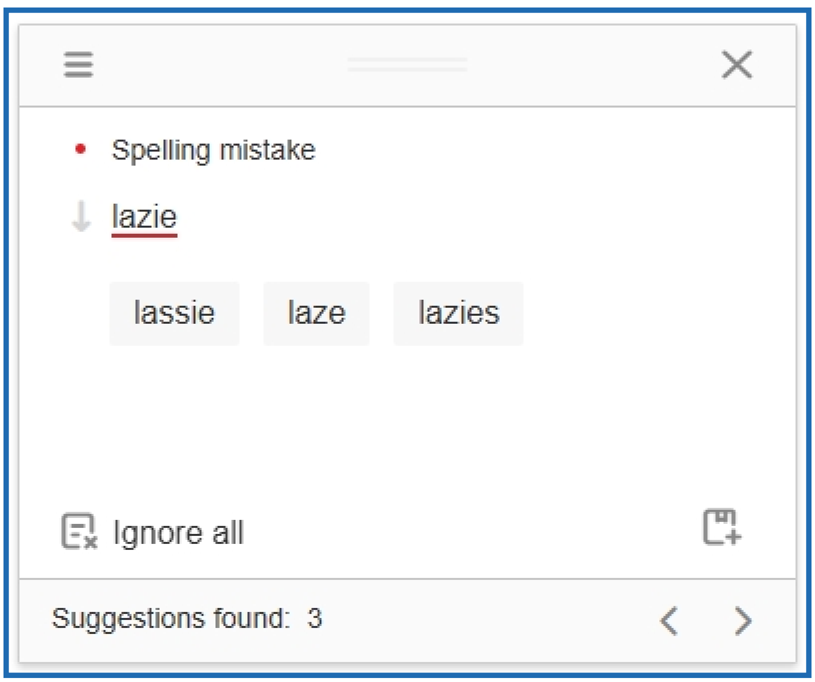


Figure 134: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

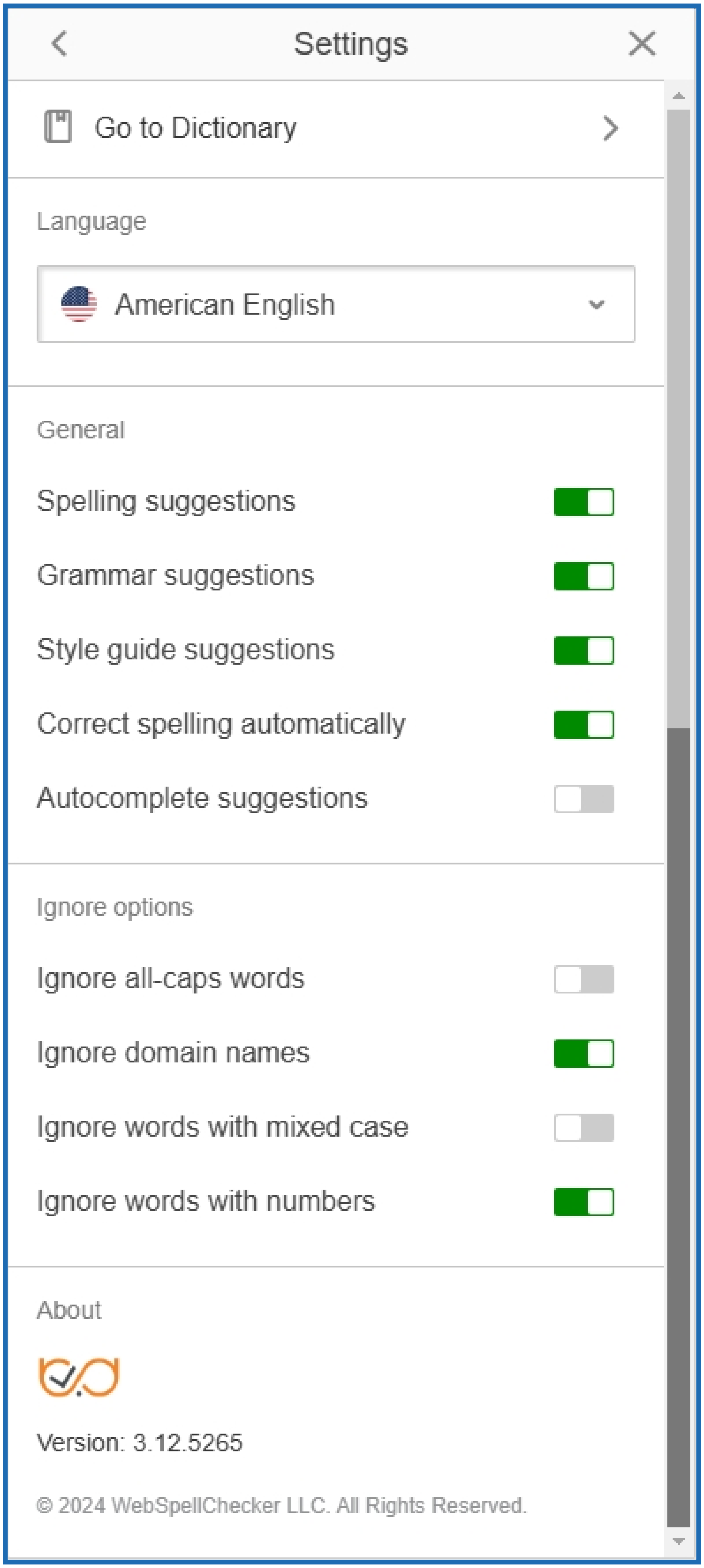
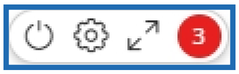

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

Figure 135: Setting control window

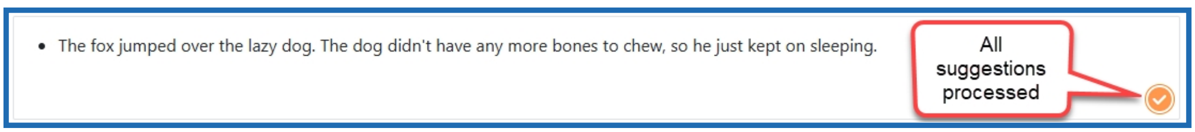
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.



Save the Critique to Finish Later

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

If you are not finished with the critique and want to return to it later:

1. Click Save & Exit at the top of the *Online Critique* screen to return to the *List of Applications* or *List of My Assigned Applications* screen.

2. Later, when you want to continue working on the critique, click the **Submit Critique**option on the *List of Applications* or *List of My Assigned Applications* screen.

   The critique opens, but it is read-only.

3. Click the **Edit** button and continue recording your responses on the critique form.

Remember to submit your changes using the **Submit** button.

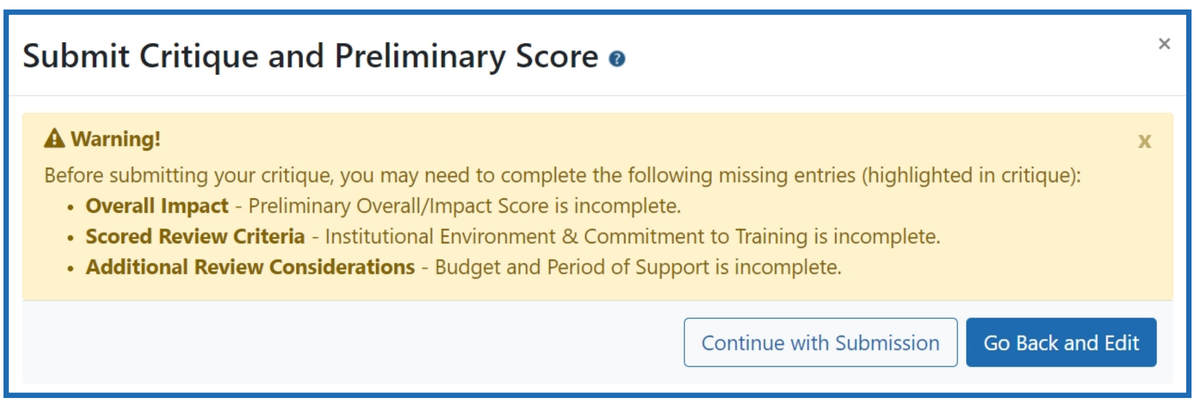
Submit an Online Critique

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

1. In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

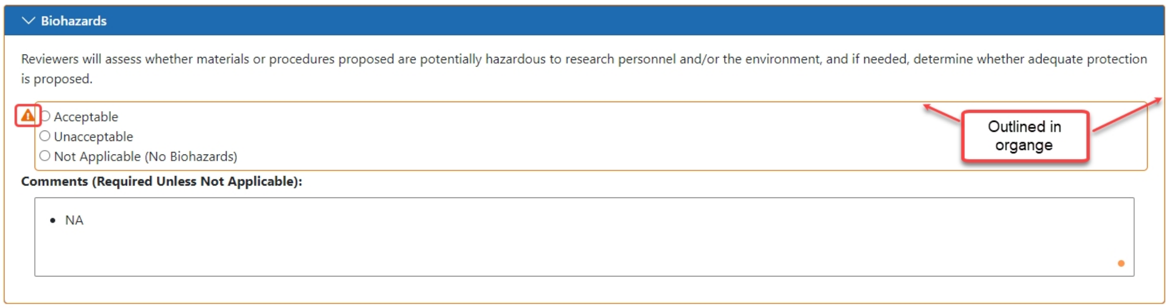
1. If any entries are not completed, a warning dialog lists the incomplete fields.



2. Address incomplete entries as needed. If you are not sure if you are required to complete the section, please work with your SRO for guidance. Click **Continue with Submission**once you have addressed incomplete entries or discussed with your SRO. You are able to submit your critique with the incomplete sections.

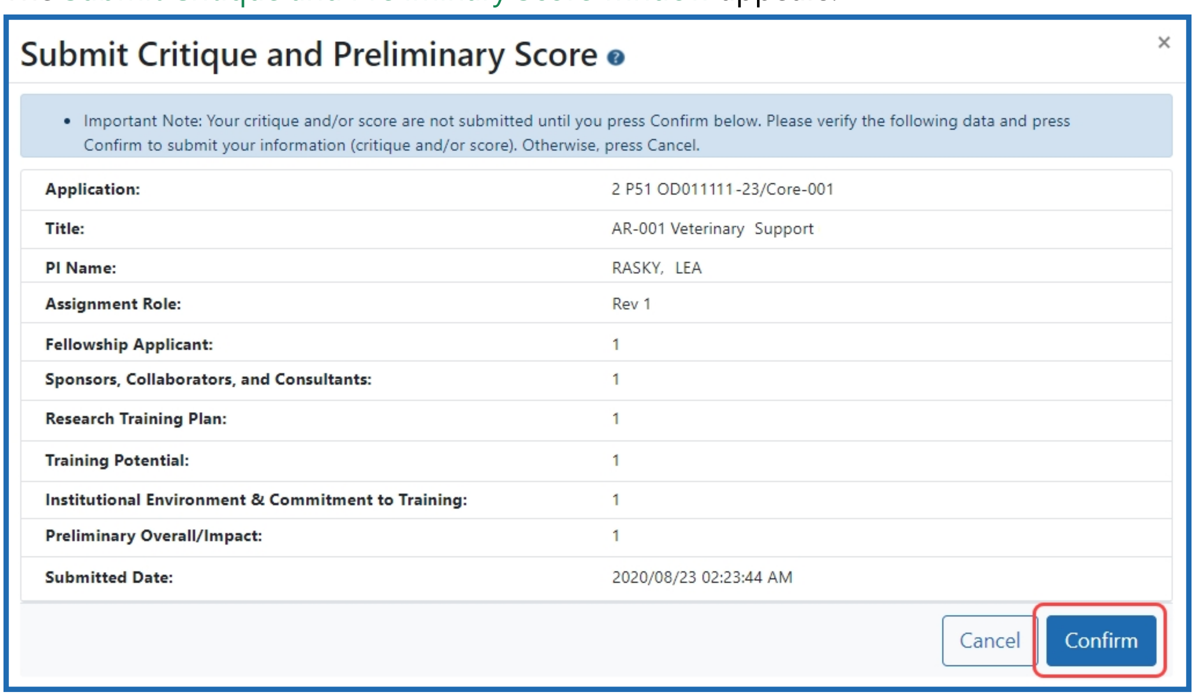
3. Otherwise, click **Go Back and Edit**.

You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:



4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

The Submit Critique and Preliminary Score window appears.



6. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.

   Success! Critique and Preliminary Score successfully submitted.

At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

Make Changes to a Critique After Submitting

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

After you submit a critique, you can still go back and make changes to it as long as the meeting is still in the Submit or Edit phases.

NOTE: The scientific review officer (SRO) or extramural support assistant (ESA) has the ability to open and edit a critique. Until the SRO/ESA submits the critique, it is locked to the reviewer. This might happen if there is a compelling reason the reviewer is not able to submit the critique. If you enter your critique and the **Edit** button is disabled and you see a message such as the following, contact your SRO for help accessing the critique: *WARNING: This critique has been locked by [SRO NAME]. Please contact your SRO for assistance.* After the SRO/ESA submits, you can view/edit/resubmit if allowed by the meeting phase.

To change your responses on the critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen.
2. Click the three-dot ellipses icon in the **Application Number (Opportunity Number)** column and select **Submit Critique** from the menu.

   The submitted critique opens, which has the SUBMITTED indicator next to the PI name.
3. Click the **Edit** button in the information bar.

The critique becomes editable, the SUBMITTED indicator changes to UNSUBMITTED DRAFT, and you can start editing it. Keep in mind that you are now editing a draft copy, and the submitted version remains in the system.

To submit your new changes, you must click **Resubmit** in the information bar after editing, which replaces the submitted version with the new version you just changed.

If you are not ready to resubmit, you can simply save and exit, and two versions now co-exist: the originally submitted version, and the draft copy that you edited but have not yet submitted.

Remember to submit the draft copy later if you want it to become your official submitted version. After you submit the draft copy, it becomes the submitted version, and there is only one copy (the submitted version) saved in the system.

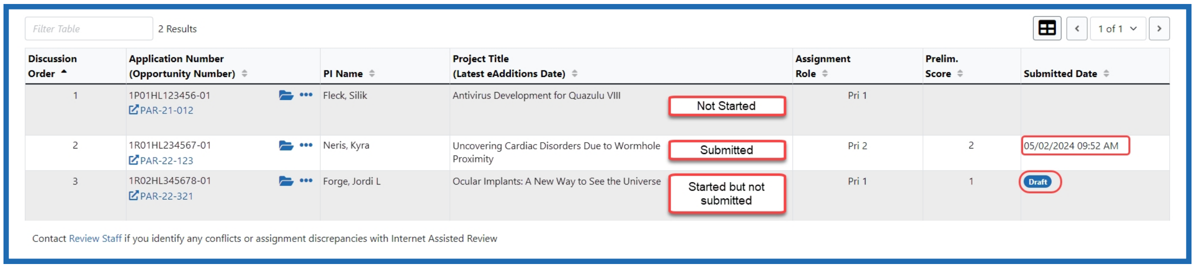
How Do You Know If You Have Submitted an Online Critique?

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can tell you have submitted an online critique in the following ways:

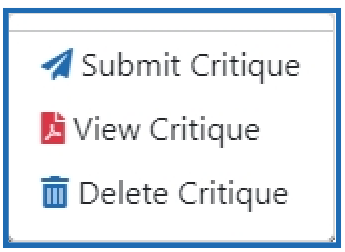
On the List of Applications screen:

If the application has **Submitted Date**, the critique has been submitted. The last three columns for the *List of Applications / List of My Assigned Applications* screen are shown below.

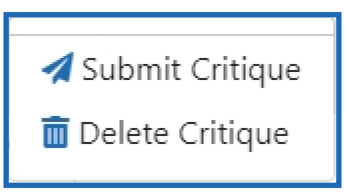


If it lacks a **Submitted Date** no draft is saved, which means it has not been started. The available action under the three-dot ellipsis icon are Submit Critique.

If it has a **Submitted Date**, it has been submitted. The available actions under the three-dot ellipsis icon are Submit Critique (this over-writes the existing data), View Critique, and Delete Critique.

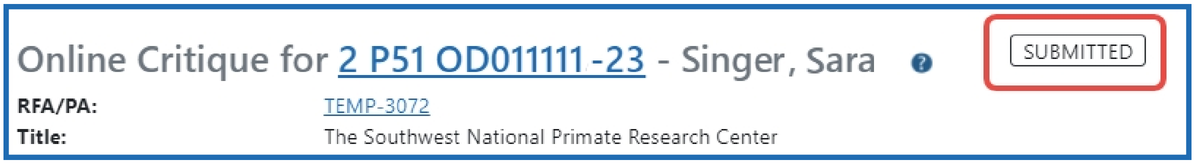


If it lacks a **Submitted Date**, has a number in the **Preliminary Score** column, and has a Draft icon, it has been started and a draft version is saved. However, it is not yet submitted. The available actions under the three-dot ellipsis icon are Submit Critique (which edits the existing critique), and Delete Critique.



On the Online Critique Screen:

When you open the critique by clicking the submit link on the *List of Applications / List of My Assigned Applications* screen, if it has been submitted and has not been edited since submission, you see the word SUBMITTED next to the Principal Investigator name (shown below).



Delete an Online Critique

IMPORTANT: This topic is for Online Critiques only, which is a pilot of new functionality available to a limited subset of reviewers at this time.

You can delete an online critique from the system. In certain situations, you can have two different versions of an online critique, and you can choose to delete either or both versions; see *Why You Might Have Two Critiques* on page 232 below. If you only have one version, and you delete that version, you will be left with a blank online critique. You can initiate a delete of an online critique from the *List of Applications* screen.

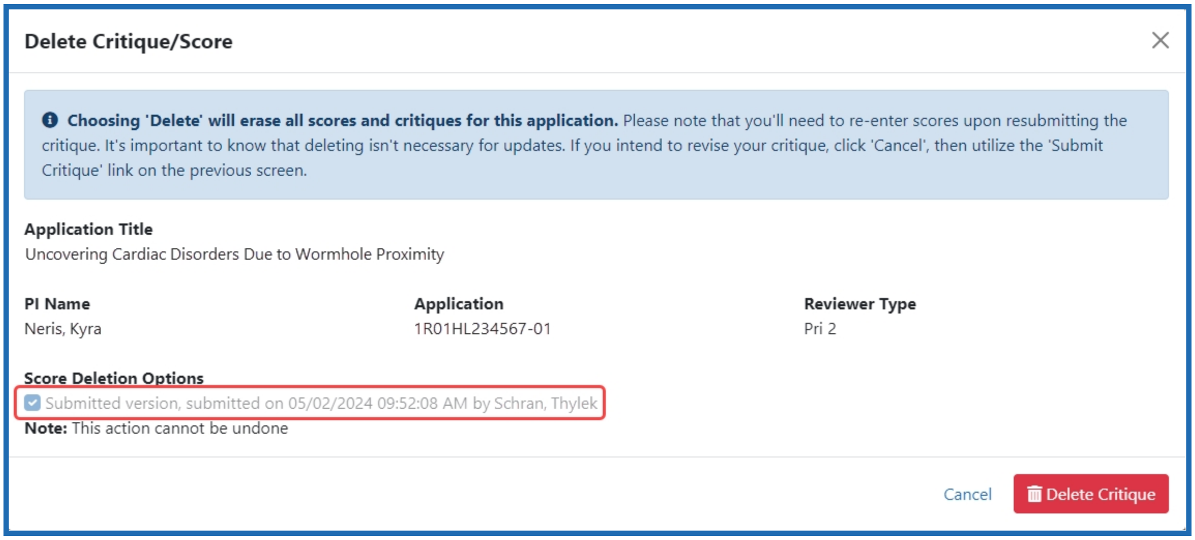
NOTE: You cannot delete a submitted critique in while in the EDIT Phase.

To delete an online critique:

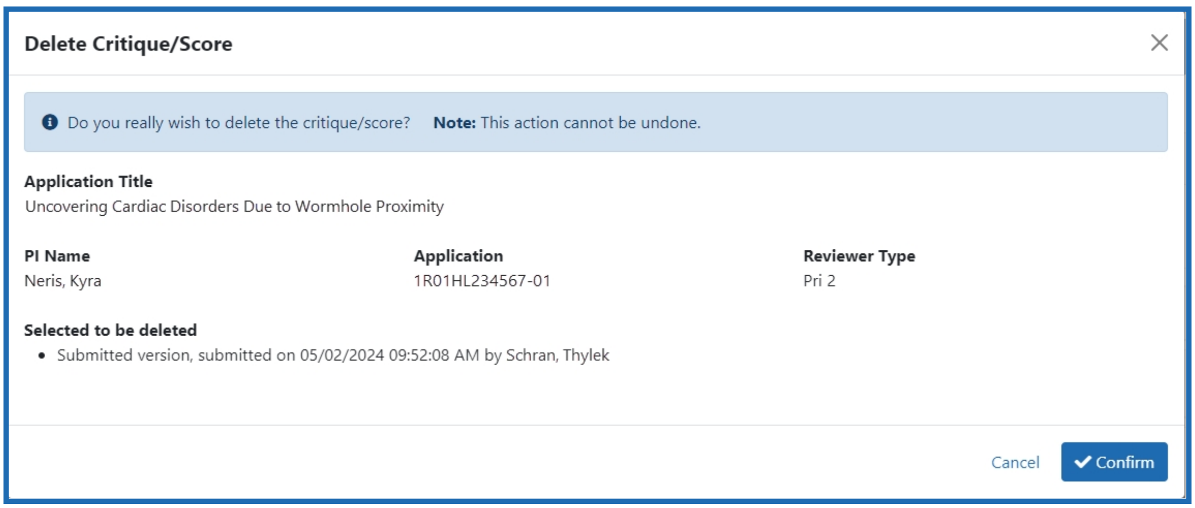
1. Initiate an online critique in one of the following two ways:
   - If you have previously submitted or saved the critique, click the delete option under the three-dot ellipsis icon on the *List of Applications* screen.

NOTE: The **Delete** option does not appear the first time you access an online critique. To delete a new critique that you just started, you must first **Save & Exit**, then return to the critique, then you can use the **Delete** option to delete it.

The *Delete Critique/Score screen* appears, which contains identifying information about the online critique, such as what application it is for and the application's title and principal investigator (PI). The versions that exist are shown below, outlined in red. By default the latest version has its checkbox selected.



2. A second, similar *Delete Critique/Score* screen with the following alert appears:



3. Click the **Confirm** button in the second *Delete Critique/Score* screen and the selected critique(s) are deleted.

If you now return to the critique, you see the following:

- If you had both a submitted and a draft version, and you delete the **draft**, you see the submitted version.
- If you had both a submitted and a draft version, and you delete the **submitted**, you see the draft version.

- If you had both a submitted and a draft version, and you delete **both**, you see a completely blank online critique.
- If you had only one version to choose from, and you delete it, you see a completely blank online critique.

Why You Might Have Two Critiques

You might have two critiques in the following scenario:

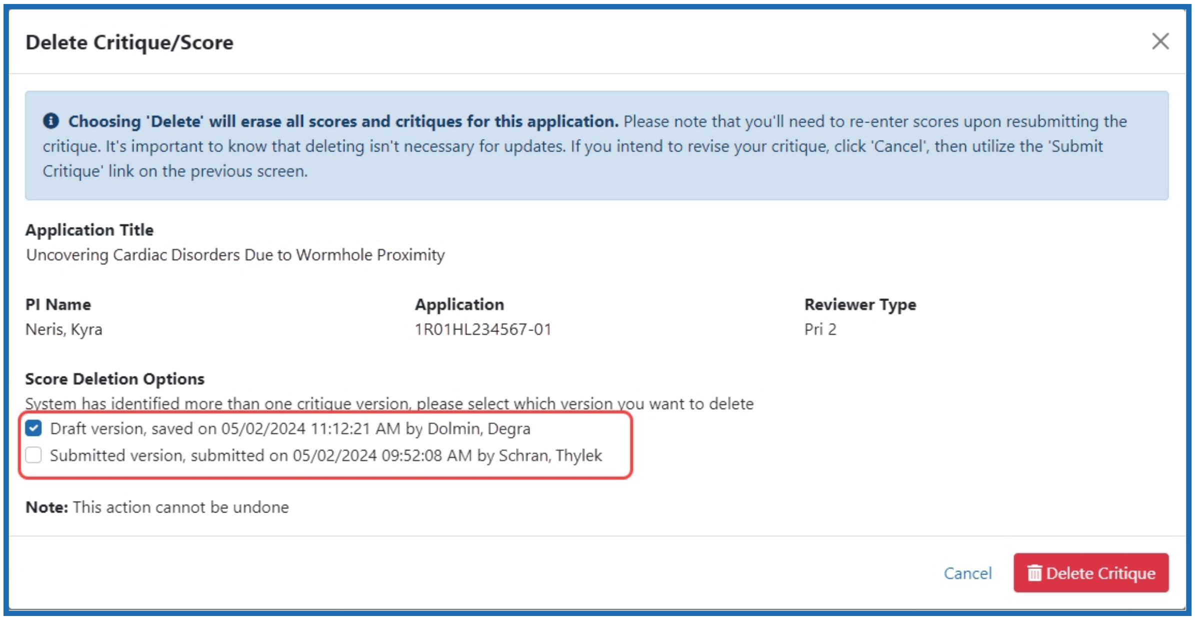
1. You click the submit link on the *List of Applications* screen and fill out a critique, then you click the **Submit** button and submit it.

   You now have a *Submitted version* in the system.
2. You then return to a copy of the submitted application by again clicking the submit link on *List of Applications* screen, then you click the **Edit** button and make changes.

   You now also have a *Draft version* with the new changes.

   The *Submitted version* remains the same as when you last submitted it. At this point, if you want to save your edits in the Draft version, you must click the **Submit** button again in the online critique and submit the draft, which will overwrite the previously submitted version.

If you then click the delete option under the three-dot ellipsis icon on the *List of Applications* screen, the *Delete Critique/Score* screen appears, and you will see both versions, outlined in red below:



Use the checkboxes to select the versions, Draft or Submitted, you want to deleete. If you just want to see the versions you have, their save date and who submitted them, you can initiate a **Delete Critique**, but click **Cancel** in the above screen without actually deleting anything.

NIH Submit Online Critiques & Scores

Scoring applications using online critiques under the Simplified Review Framework (SRF)

NIH has implemented a simplified peer review framework (SRF) for the peer review of the majority of competing research project grant (RPG) applications. These changes have been applied to the online critique template process as well. See Simplified Peer Review Framework and Fill Out and Submit Online Critiques for more information on these topics.

Reviewers enter a 1-9 score (where 1 is exceptional and 9 is poor) for two factors: Importance of the Research; Rigor and Feasibility

For the third factor: Expertise and Resources (Investigators and Environment) – reviewers choose from ‘Appropriate’ or ‘Additional expertise and/or resources needed.’

Scoring for all other applications using online critique with non-factor critieria

The National Institutes of Health (NIH) follows the same procedures for submitting scores and critiques for all non-SRF (non-factor criteria) applications.

Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator(s), Innovation, Approach, Environment — all are scored.

Submit Online Critiques & Scores for Reviews using Factor Criteria (Simplified Review Framework)

Online critique submission under SRF, similar to Word-based critique submission, also retains the 5 review criteria but reorganizes them into three factors:

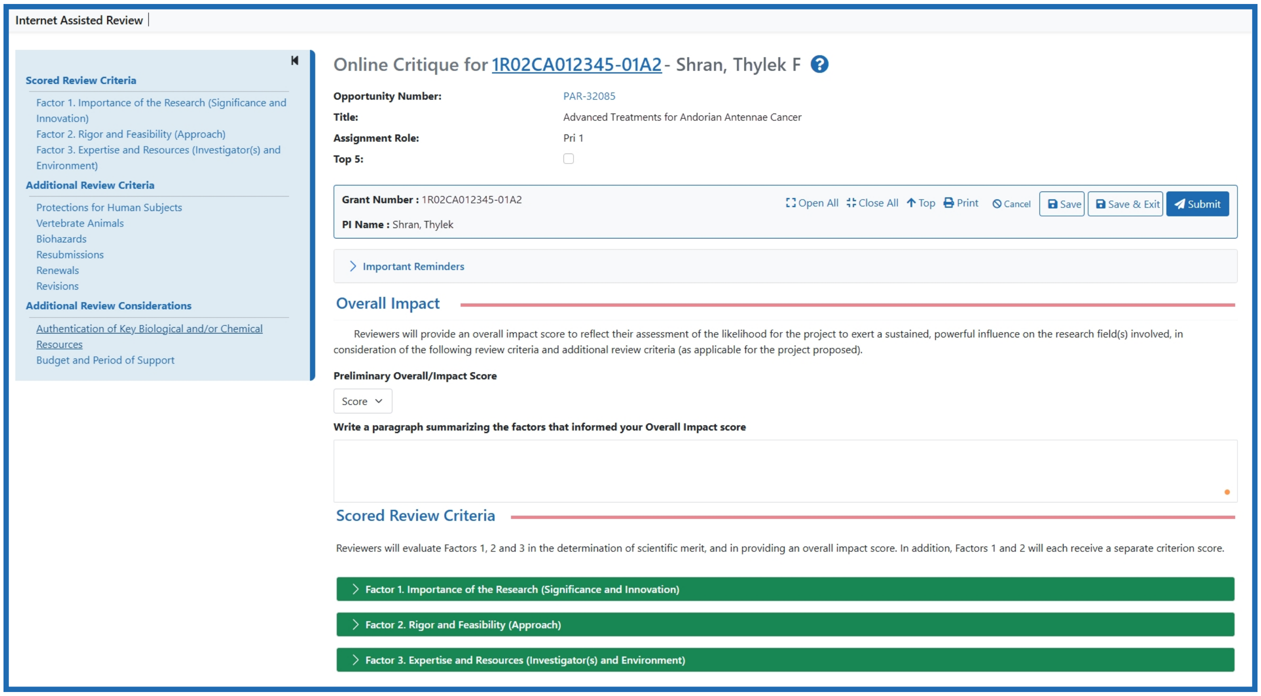
- Factor 1: Importance of the Research (Significance, Innovation)
- Factor 2: Rigor and Feasibility (Approach)
- Factor 2: Expertise and Resources (Investigators and Environment)

To understand more about SRF and the activity codes impacted by SRF, please visit Simplified Peer Review Framework.

Open and Complete the Critique

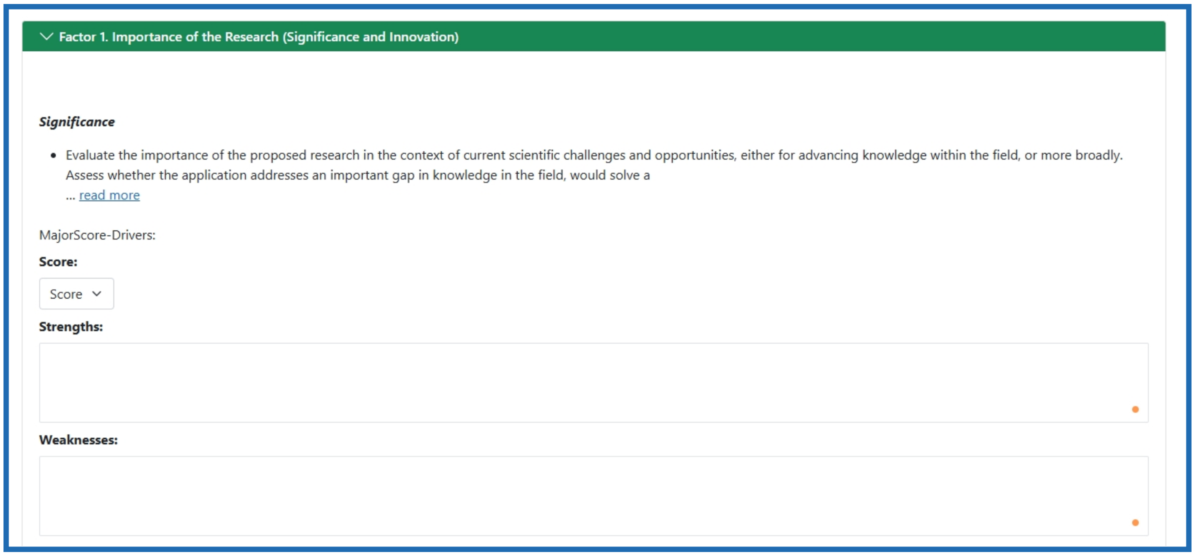
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review (IAR).
2. In the Application Number column for the application for which you are submitting a critique, click the three-dot ellipses icon and select the **Submit Critique** option.
3. The Online Critique screen opens.

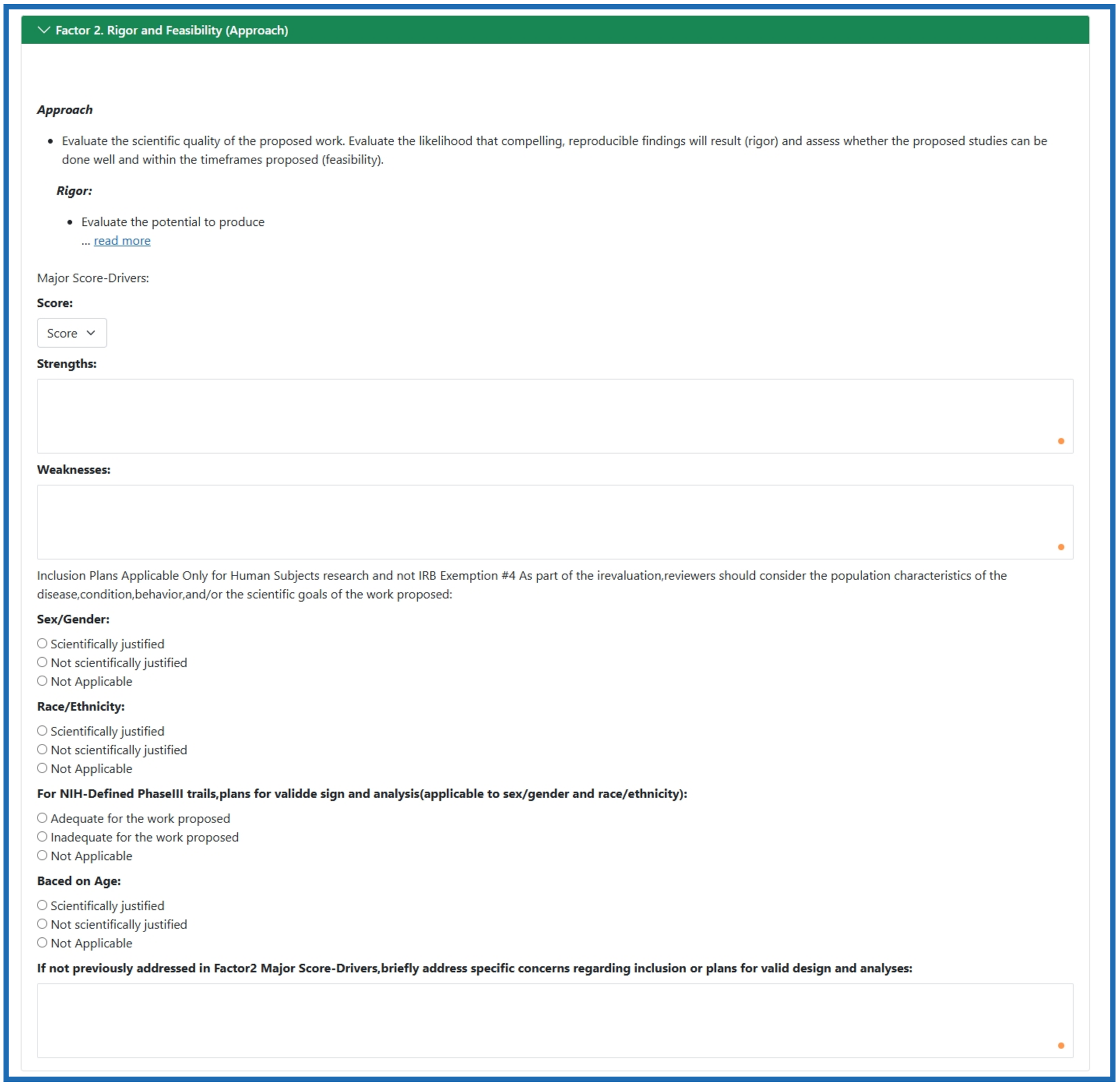


NOTE: Review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions from the SRO that are relevant for the current meeting.

4. Click the green headers to expand each section to fill out the critique. Use the tab key to jump from field to field. For example, there are the three Factors;
5. To complete Factor 1. Importance of the Research (Significance and Innovation) selected a criterion score from 1 - 9 from the **Score** dropdown menu. Include comments on strengths and weaknesses of the importance of the research in the corresponding text fields.



6. For Factor 2: Rigor and Feasibility (Approach) select a criterion score (1 - 9) from the **Score** dropdown menu and privide comments on strengths and weaknesses. Additionally, if an inclusion plan is applicable for human subjects research, select appropriate radio button for each radio group. If you have additional concerns, you provide them in the text box provided at the bottom of the section.



Factor 2. Rigor and Feasibility (Approach)

Approach

- Evaluate the scientific quality of the proposed work. Evaluate the likelihood that compelling, reproducible findings will result (rigor) and assess whether the proposed studies can be done well and within the timeframes proposed (feasibility).

Rigor:

- Evaluate the potential to produce
  ... read more

Major Score-Drivers:

Score:

Score

Strengths:

Weaknesses:

Inclusion Plans Applicable Only for Human Subjects research and not IRB Exemption #4 As part of the irevaluation,reviewers should consider the population characteristics of the disease,condition,behavior,and/or the scientific goals of the work proposed:

Sex/Gender:

- Scientifically justified
- Not scientifically justified
- Not Applicable

Race/Ethnicity:

- Scientifically justified
- Not scientifically justified
- Not Applicable

For NIH-Defined PhaseIII trails,plans for validde sign and analysis(applicable to sex/gender and race/ethnicity):

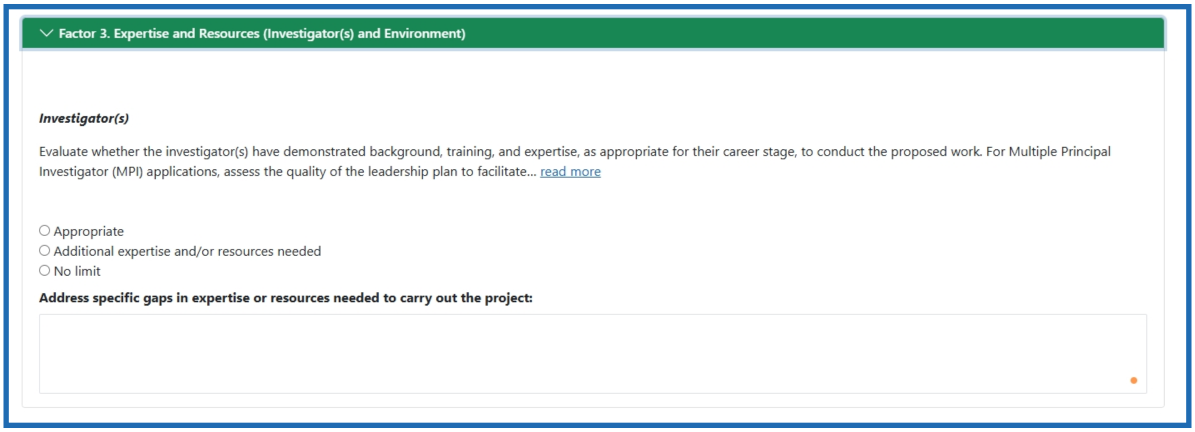
- Adequate for the work proposed
- Inadequate for the work proposed
- Not Applicable

Baced on Age:

- Scientifically justified
- Not scientifically justified
- Not Applicable

If not previously addressed in Factor2 Major Score-Drivers,briefly address specific concerns regarding inclusion or plans for valid design and analyses:

7. Factor 3: Expertise and Resources (Investigator(s) and Environment) does not get a criterion score. It is evaluated as either sufficient for the proposed research or not by selecting the appropriate radio button. If the expertise or resources are not appropriate, provide an explanation in the text box provided.

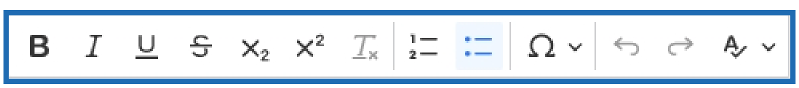


8. For each review criteria, read the specific guidance for the criteria at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
9. Enter your comments in text fields. See *Editing in a Critique Text Field* on page 238.

TIP: To ensure you do not inadvertently forget a field, enter N/A in the field if you have no comments for the field. This will also reduce warnings about empty fields when you submit the critique

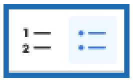
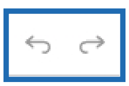
Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users: and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

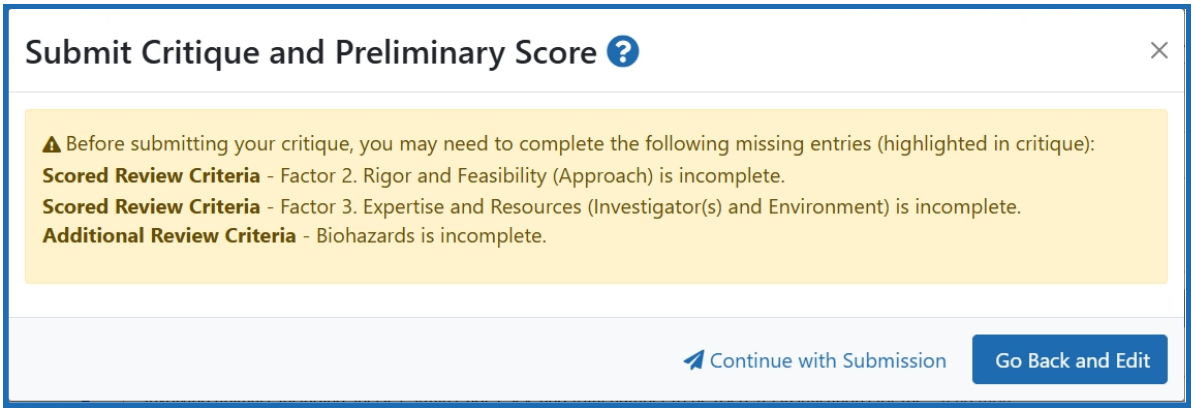
The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Submit the Critique

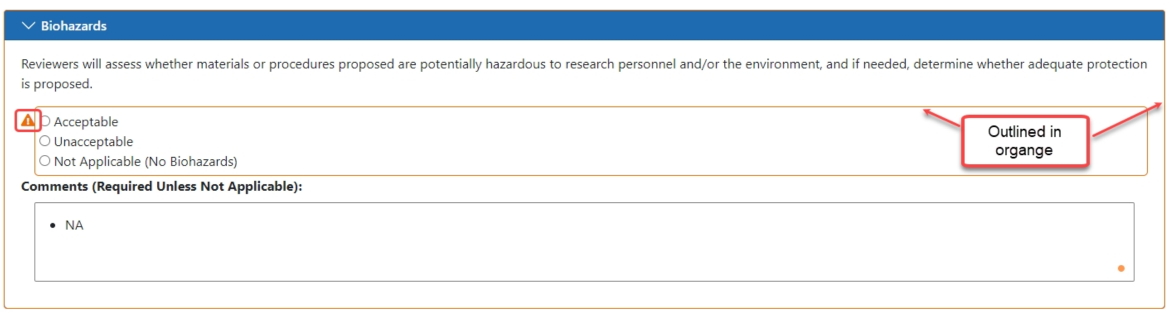
1. After you fill out the critique completely, you are ready to submit. In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

2. If any entries are not completed, a warning dialog lists the incomplete fields.



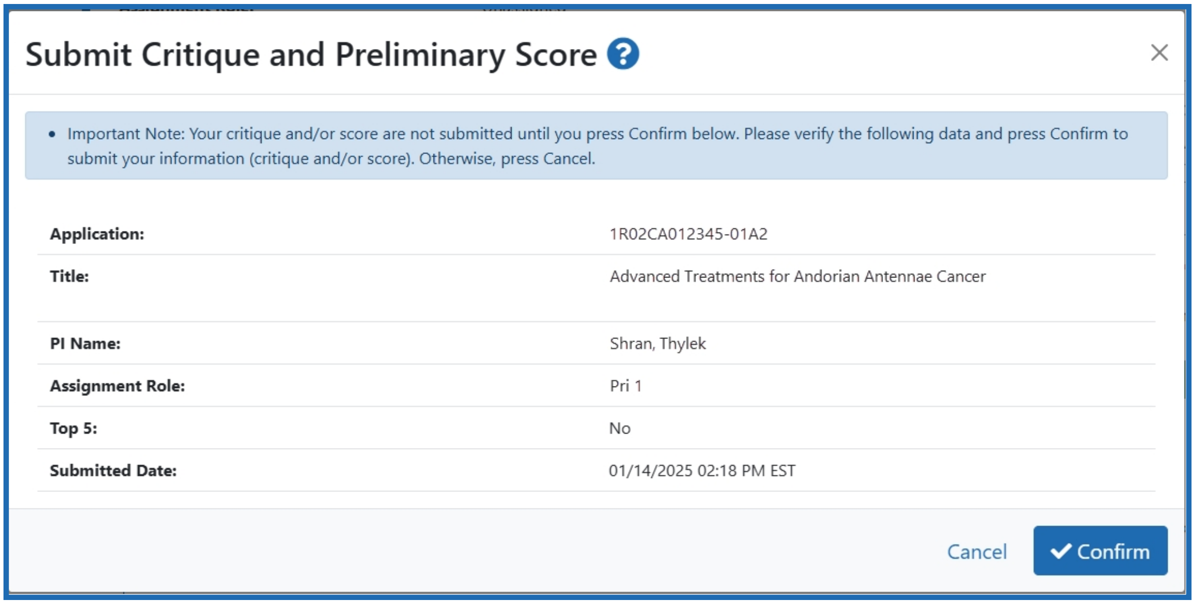
3. Click **Go Back and Edit**.

   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:



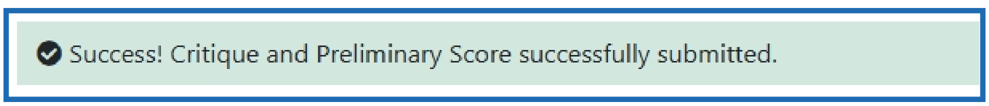
4. Address incomplete entries as needed. If you are not sure if you are required to complete the section, please work with your SRO for guidance. Click **Continue with Submission**once you have addressed incomplete entries or discussed with your SRO. You are able to submit your critique with the incomplete sections.

   The Submit Critique and Preliminary Score window appears.



5. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.



At this point, a submitted online critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

For more information related to this topic, see About Online Critiques and Navigating the Online Critique Screen.

Submit Online Critiques & Scores for Reviews not using Factor Criteria

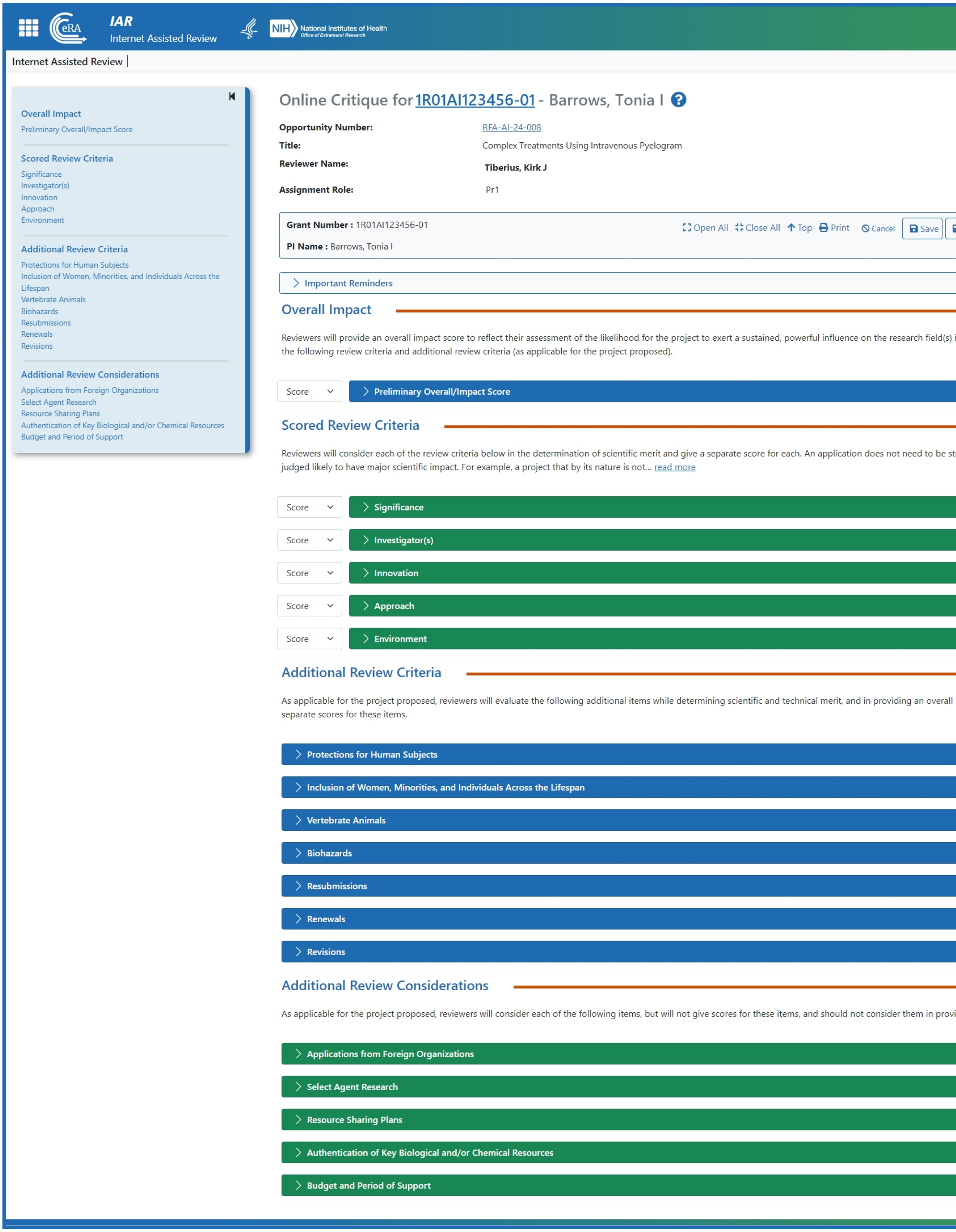
Navigation and submission capabilities of online critiques for funding opportunities using the simplified review framework (SRF) remain the same for all agencies (see About Online Critiques and Navigating the Online Critique Screen for more information). The differences between the critiques for different agencies is the method of scoring and the number of factors that are evaluated.

Open and Complete the Critique

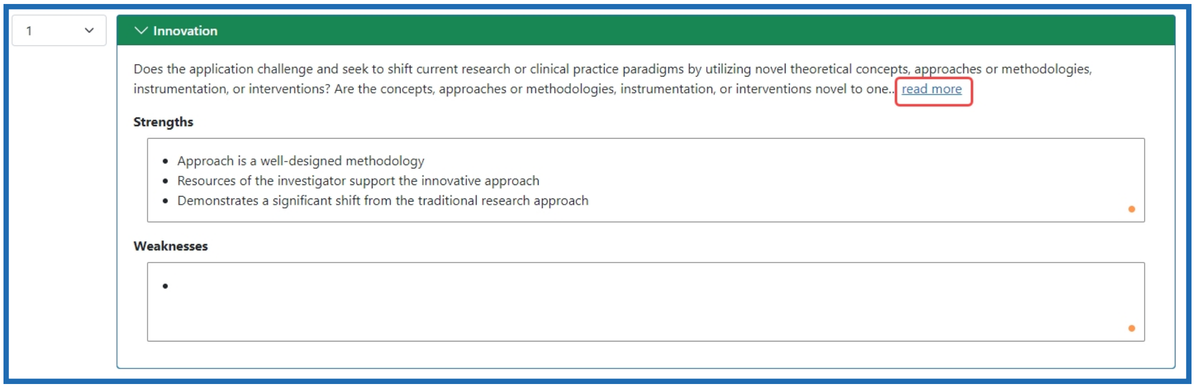
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the Application Number column for the application you are critiquing, click the three-dot ellipses icon and select the **Submit Critique** option.

   The Online Critique screen opens.


eRA
IAR
Internet Assisted Review
NIH National Institutes of Health
Office of Extramural Research
Internet Assisted Review
Overall Impact
Preliminary Overall/Impact Score
Scored Review Criteria
Significance
Investigator(s)
Innovation
Approach
Environment
Additional Review Criteria
Protections for Human Subjects
Inclusion of Women, Minorities, and Individuals Across the Lifespan
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions
Additional Review Considerations
Applications from Foreign Organizations
Select Agent Research
Resource Sharing Plans
Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support
Online Critique for 1R01AI123456-01 - Barrows, Tonia I
Opportunity Number: RFA-AI-24-008
Title: Complex Treatments Using Intravenous Pyelogram
Reviewer Name: Tiberius, Kirk J
Assignment Role: Pr1
Grant Number : 1R01AI123456-01
PI Name : Barrows, Tonia I
Open All
Close All
Top
Print
Cancel
Save
Important Reminders
Overall Impact
Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s)
the following review criteria and additional review criteria (as applicable for the project proposed).
Score
Preliminary Overall/Impact Score
Scored Review Criteria
Reviewers will consider each of the review criteria below in the determination of scientific merit and give a separate score for each. An application does not need to be
judged likely to have major scientific impact. For example, a project that by its nature is not... read more
Score
Significance
Score
Investigator(s)
Score
Innovation
Score
Approach
Score
Environment
Additional Review Criteria
As applicable for the project proposed, reviewers will evaluate the following additional items while determining scientific and technical merit, and in providing an overall
separate scores for these items.
Protections for Human Subjects
Inclusion of Women, Minorities, and Individuals Across the Lifespan
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions
Additional Review Considerations
As applicable for the project proposed, reviewers will consider each of the following items, but will not give scores for these items, and should not consider them in
Applications from Foreign Organizations
Select Agent Research
Resource Sharing Plans
Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support

3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the blue or green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.



5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
6. If applicable, select scores from the **Score** dropdown menu. See the next section for details.
7. Select a radio button from each radio button group.
8. Enter your comments in text fields. See *Editing in a Critique Text Field* on page 247. As a best practice, to ensure you don't forget a field unintentionally, enter N/A or none in the field if you have no comments for the field. This reduces warnings about empty fields when you submit the critique.

After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below.
If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

About Scores

NIH and the majority of Operating Divisions (OpDivs) followed the Enhancing Peer Review initiative, characterized by the existence of scored review criteria and a score scale of 1–9. The scored categories differ depending on the Funding Opportunity Announcement (FOA) and activity code of the applications. Reviewers provide separate scores for each category on a scale of 1 to 9, where 1 is exceptional and 9 is poor.

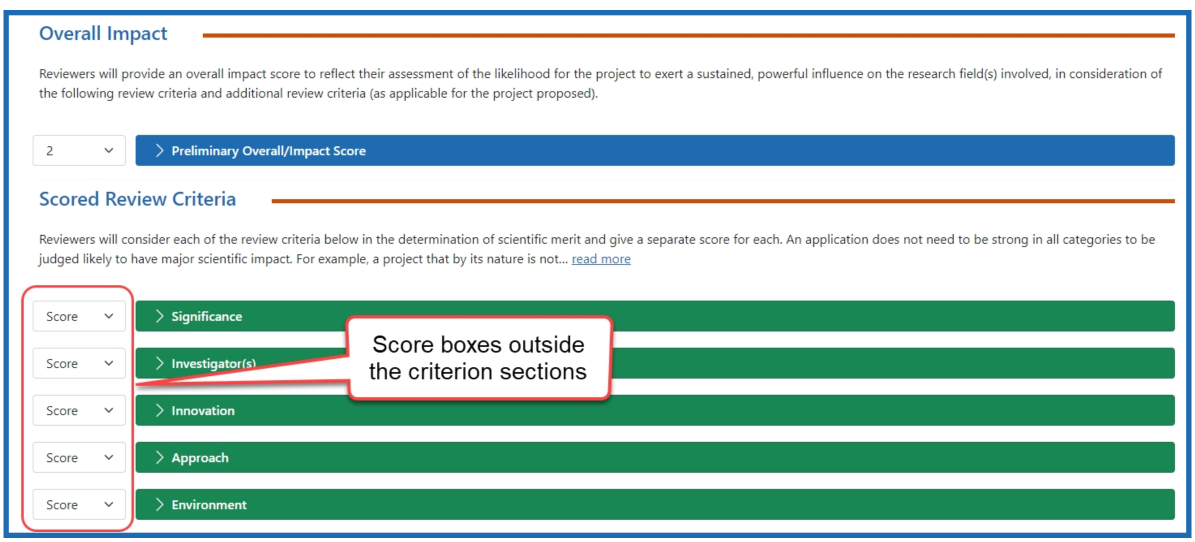
Also see:

- Scoring System and Procedure
- Additional Scoring Guidance for Research Applications
- Additional Scoring Guidance: Applications for Fellowships, Career Awards, and Institutional Training Grants

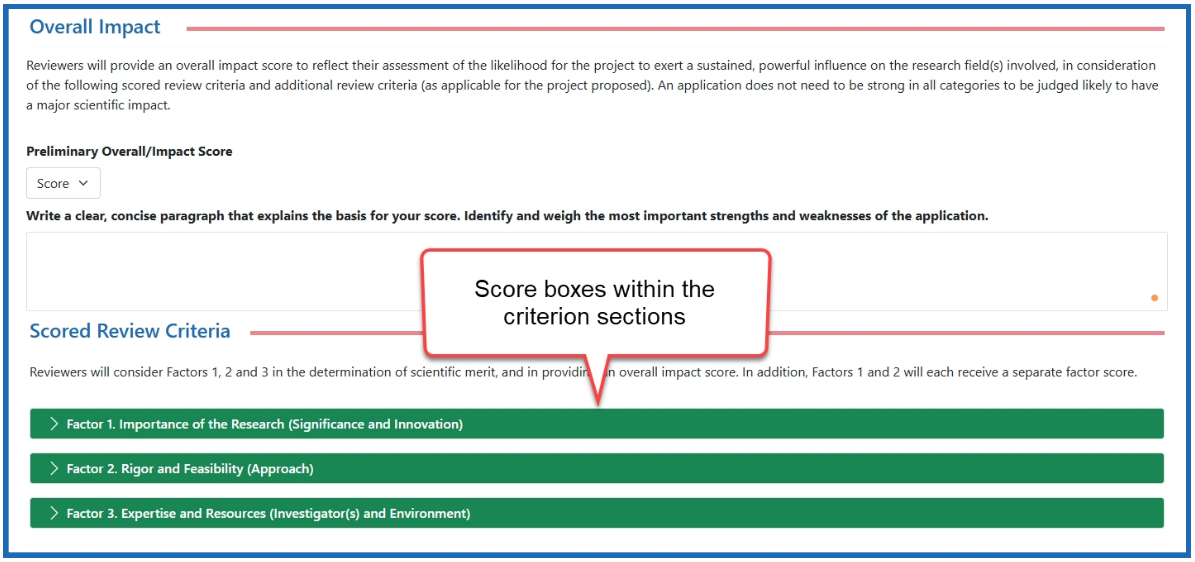
Online Critique Score boxes

As NIH transitions to the use of new Online Critique templates, there may be times when reviewers and review staff see a mix of templates in IAR.

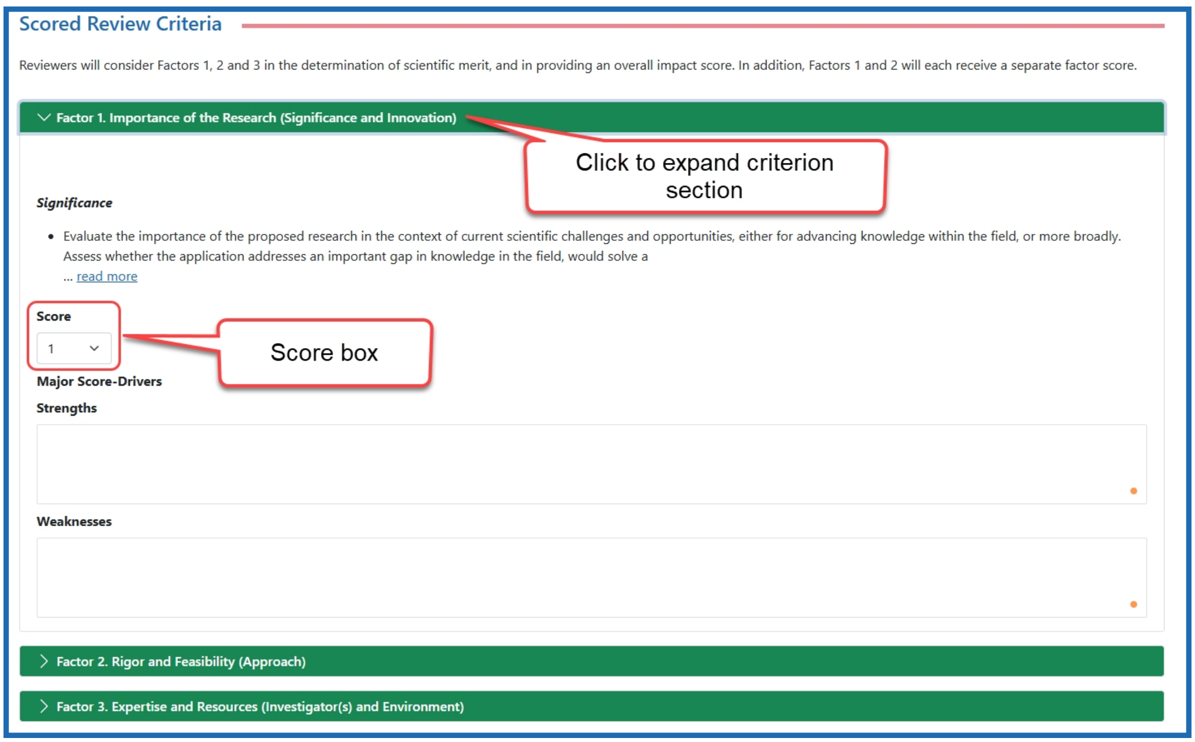
Some templates show the criterion/factor score boxes outside of each criterion expandable section.



Newer templates have the score boxes contained within the expandable criterion sections:



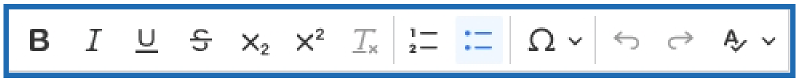
To access the score box, expand the section by clicking the section title:



As funding opportunities expire and new opportunities are published, the older templates (score boxes outside the criterion sections) will eventually not be seen.

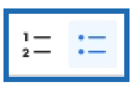
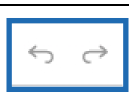
Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.
- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

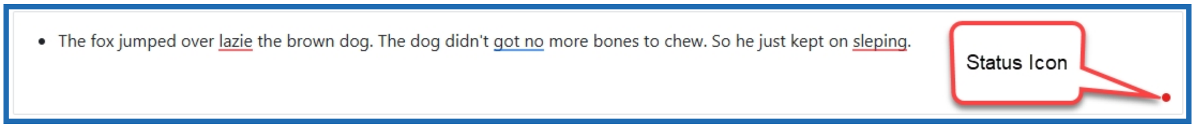


Figure 136: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

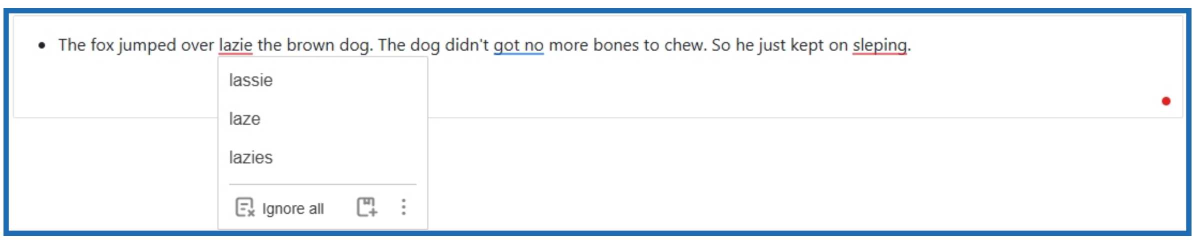


Figure 137: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

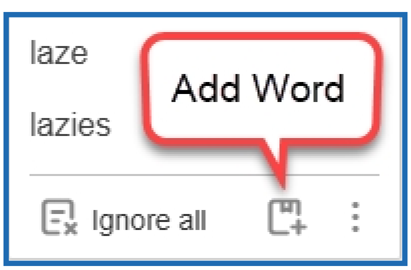


Figure 138: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

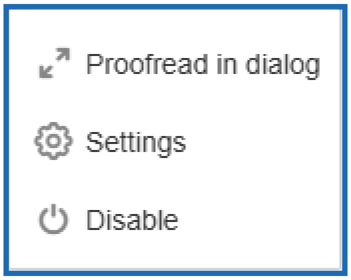


Figure 139: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

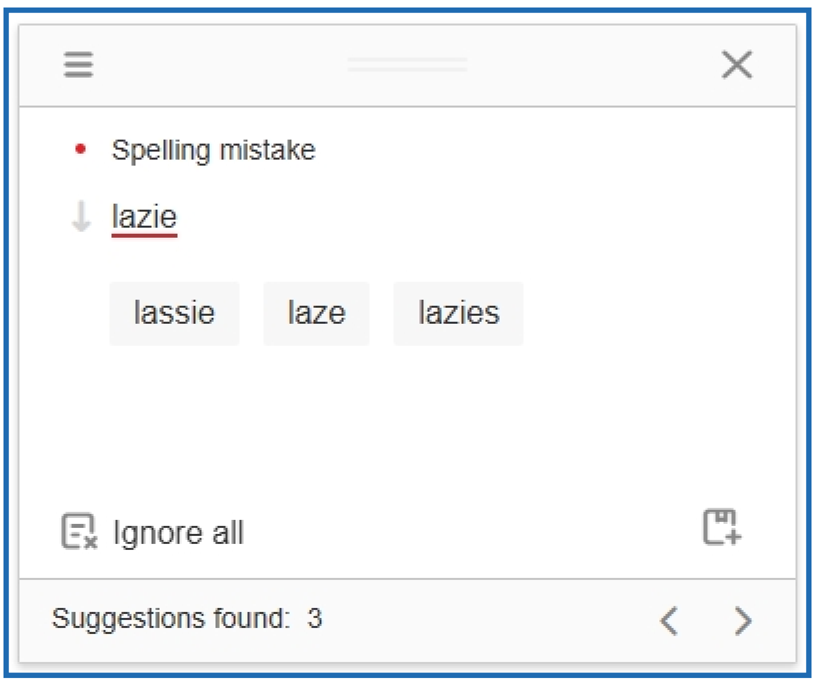


Figure 140: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

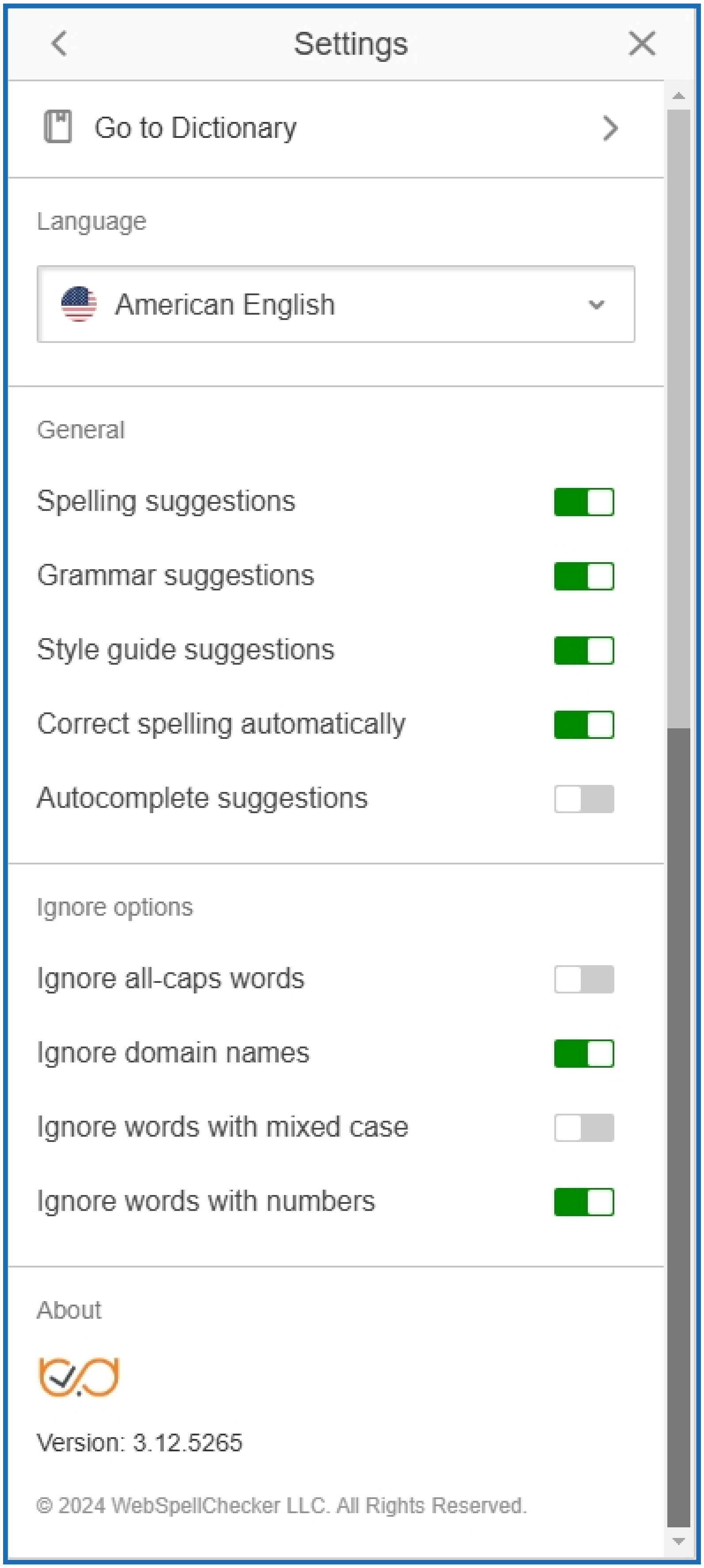
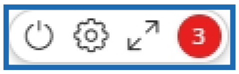

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

Figure 141: Setting control window

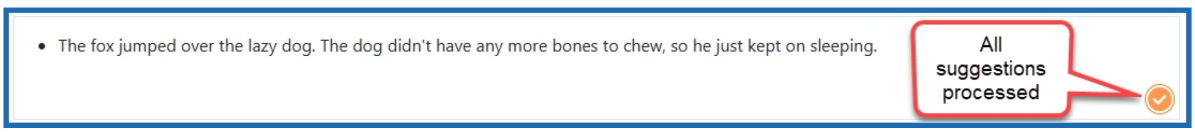
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.

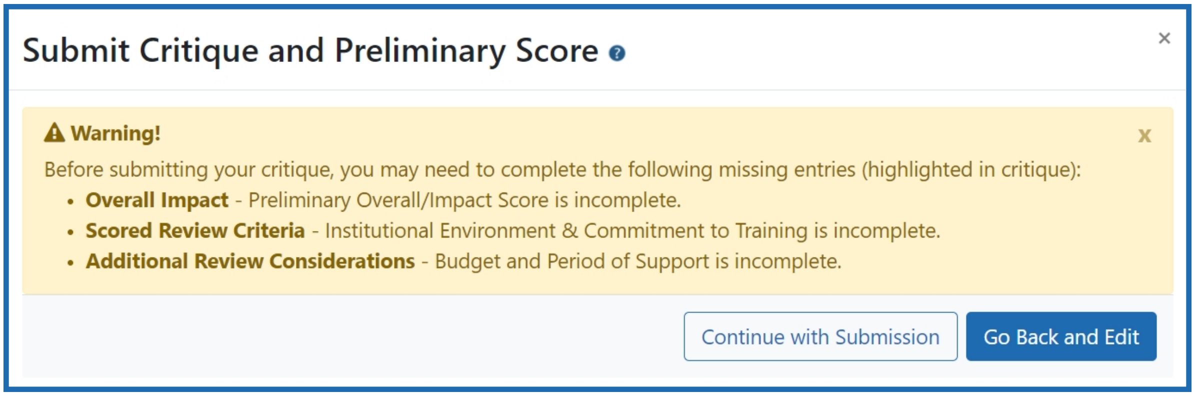


Submit the Critique

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

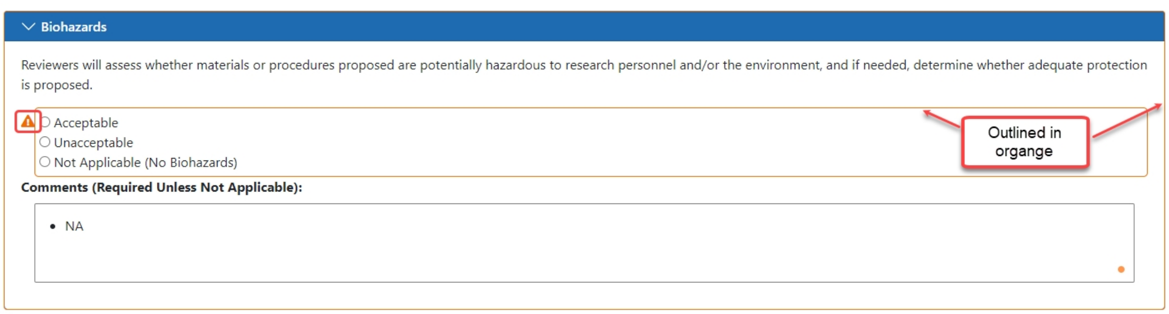
- In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

1. If any entries are not completed, a warning dialog lists the incomplete fields.



2. Click **Continue with Submission** only if you know the omissions to be valid and intentional.
3. Otherwise, click **Go Back and Edit**.

   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:

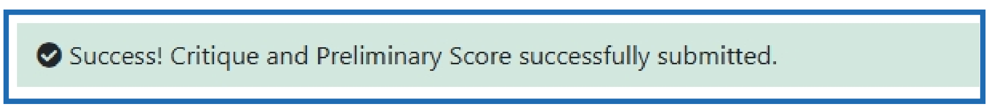


4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

   The Submit Critique and Preliminary Score window appears.

6. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.



At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

AHRQ Online Critiques & Scores

Overview of the AHRQ Scoring Process

The Agency for Healthcare Research and Quality (AHRQ), NIH, and the Centers for Disease Control and Prevention (CDC) follow the same basic procedures for submitting scores and critiques for non-SRF applications.

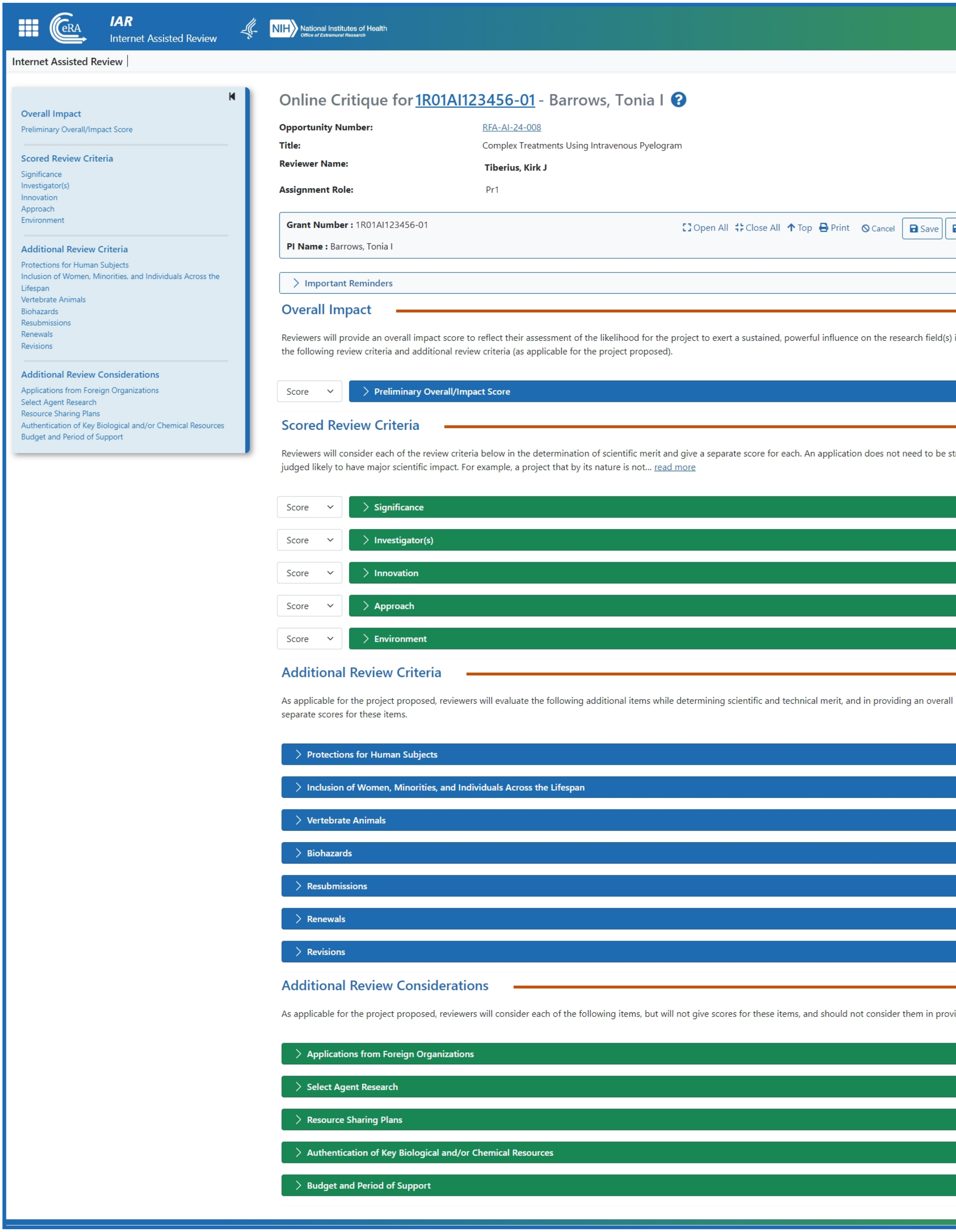
Reviewers enter a 1-9 score for five main review criteria: Significance, Investigator(s), Innovation, Approach, Environment — all are scored.

Open and Complete the Critique

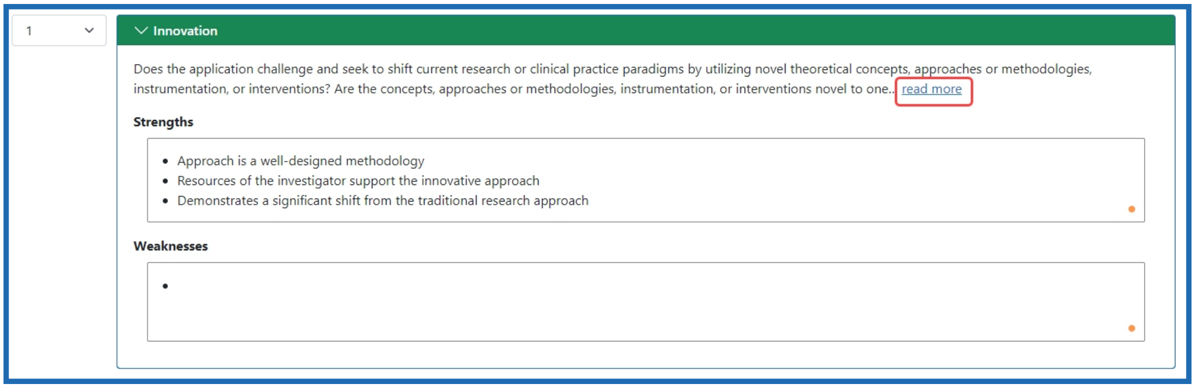
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the Application Number column for the application you are critiquing, click the three-dot ellipses icon and select the **Submit Critique** option.

   The Online Critique screen opens.


IAR
Internet Assisted Review
National Institutes of Health
Internet Assisted Review
Overall Impact
Preliminary Overall/Impact Score
Scored Review Criteria
Significance
Investigator(s)
Innovation
Approach
Environment
Additional Review Criteria
Protections for Human Subjects
Inclusion of Women, Minorities, and Individuals Across the Lifespan
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions
Additional Review Considerations
Applications from Foreign Organizations
Select Agent Research
Resource Sharing Plans
Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support
Online Critique for 1R01AI123456-01 - Barrows, Tonia I
Opportunity Number: RFA-AI-24-008
Title: Complex Treatments Using Intravenous Pyelogram
Reviewer Name: Tiberius, Kirk J
Assignment Role: Pr1
Grant Number : 1R01AI123456-01
PI Name : Barrows, Tonia I
Open All
Close All
Top
Print
Cancel
Save
Important Reminders
Overall Impact
Reviewers will provide an overall impact score to reflect their assessment of the likelihood for the project to exert a sustained, powerful influence on the research field(s) i
the following review criteria and additional review criteria (as applicable for the project proposed).
Score
Preliminary Overall/Impact Score
Scored Review Criteria
Reviewers will consider each of the review criteria below in the determination of scientific merit and give a separate score for each. An application does not need to be st
judged likely to have major scientific impact. For example, a project that by its nature is not... read more
Score
Significance
Score
Investigator(s)
Score
Innovation
Score
Approach
Score
Environment
Additional Review Criteria
As applicable for the project proposed, reviewers will evaluate the following additional items while determining scientific and technical merit, and in providing an overall
separate scores for these items.
Protections for Human Subjects
Inclusion of Women, Minorities, and Individuals Across the Lifespan
Vertebrate Animals
Biohazards
Resubmissions
Renewals
Revisions
Additional Review Considerations
As applicable for the project proposed, reviewers will consider each of the following items, but will not give scores for these items, and should not consider them in provi
Applications from Foreign Organizations
Select Agent Research
Resource Sharing Plans
Authentication of Key Biological and/or Chemical Resources
Budget and Period of Support

3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the blue or green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.

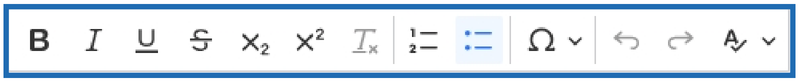


5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
6. If applicable, select scores from the **Score** dropdown menu. See the next section for details.
7. Select a radio button from each radio button group.
8. Enter your comments in text fields. See *AHRQ Online Critiques & Scores* on page 254. As a best practice, to ensure you don't forget a field unintentionally, enter N/A or none in the field if you have no comments for the field. This reduces warnings about empty fields when you submit the critique.

   After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below.
   If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

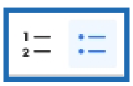
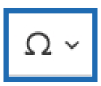
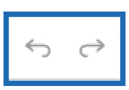
Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.

- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

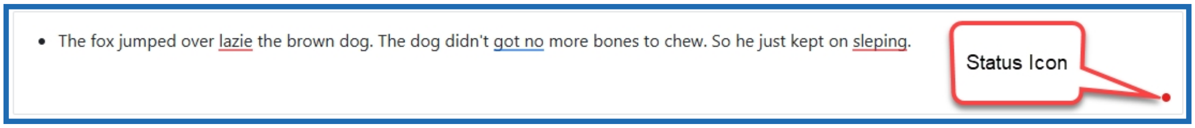


Figure 142: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

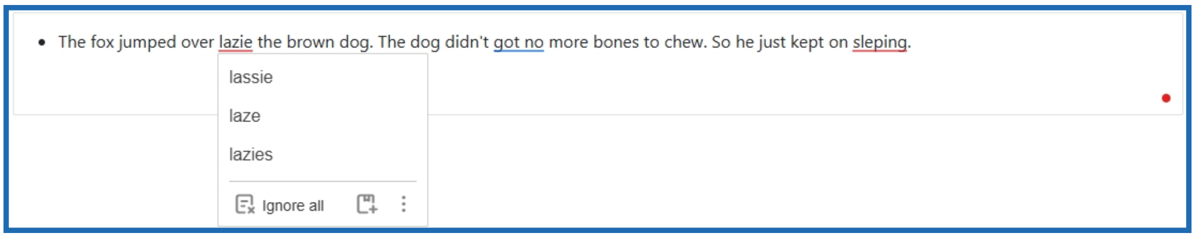


Figure 143: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

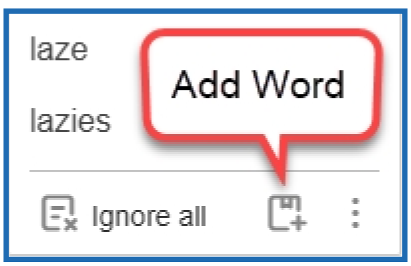


Figure 144: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

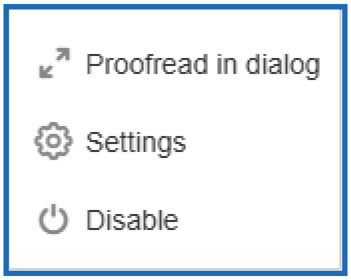


Figure 145: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

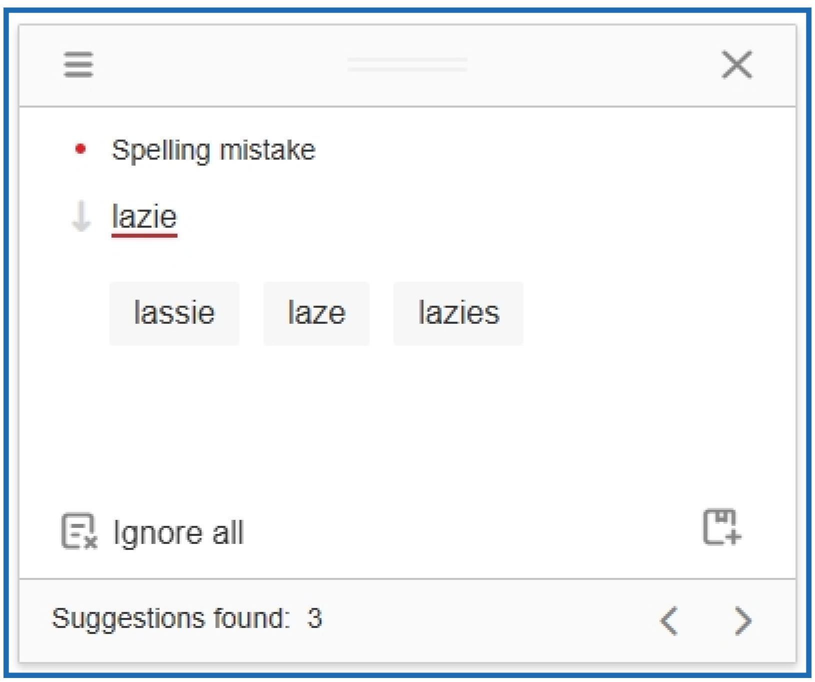


Figure 146: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

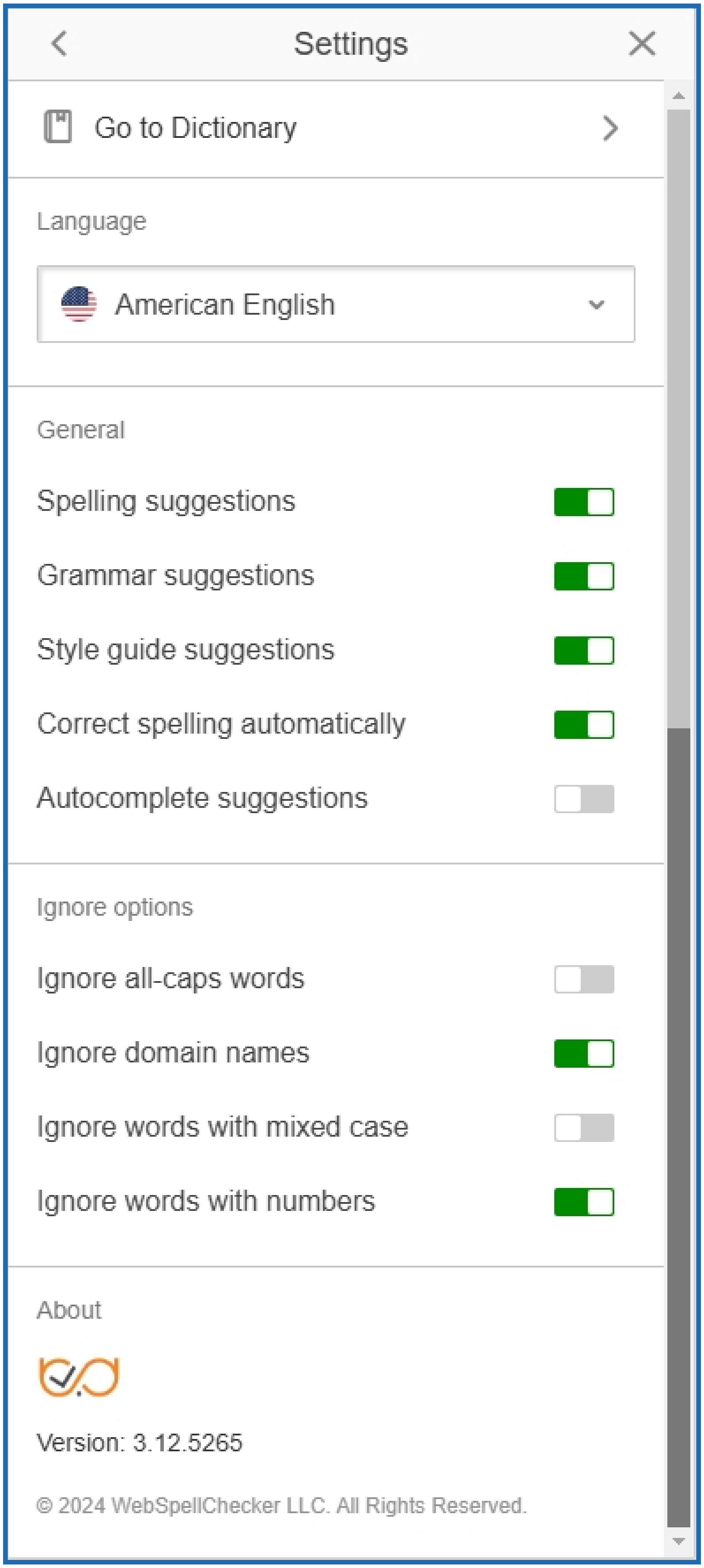

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

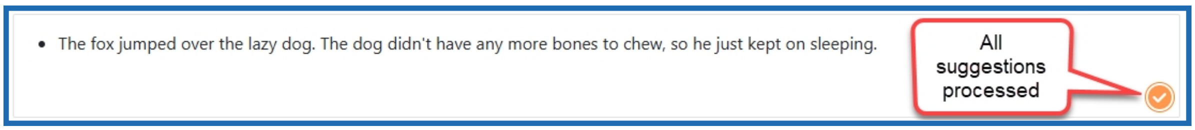
Figure 147: Setting control window

- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:

- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.

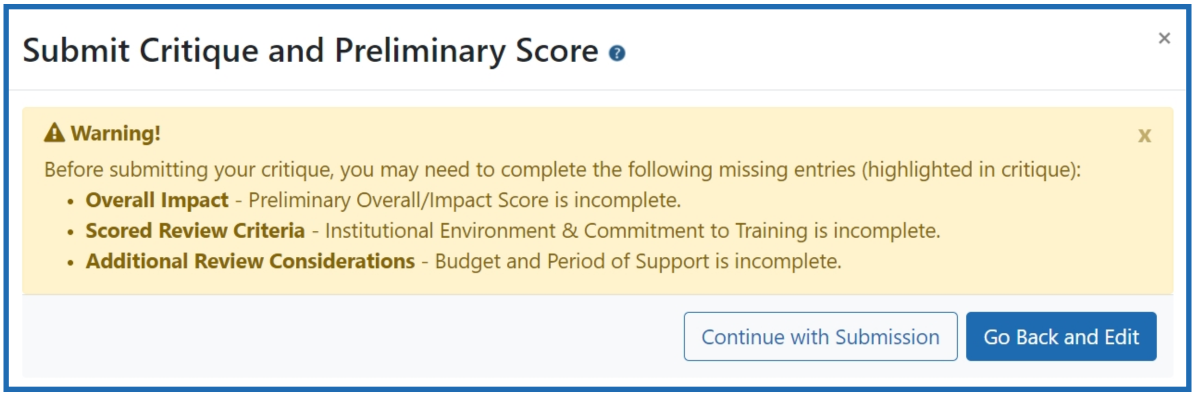


Submit the Critique

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

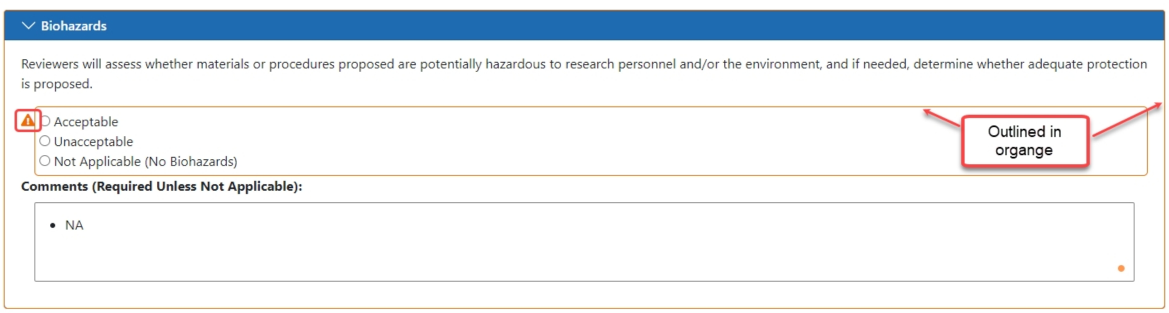
- In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

1. If any entries are not completed, a warning dialog lists the incomplete fields.



2. Click **Continue with Submission** only if you know the omissions to be valid and intentional.
3. Otherwise, click **Go Back and Edit**.

   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:

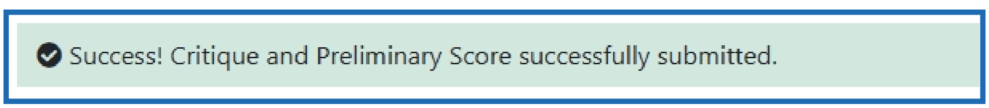


4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

   The Submit Critique and Preliminary Score window appears.

6. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.



At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

FDA Online Critiques & Scores

Overview of the FDA Scoring Process

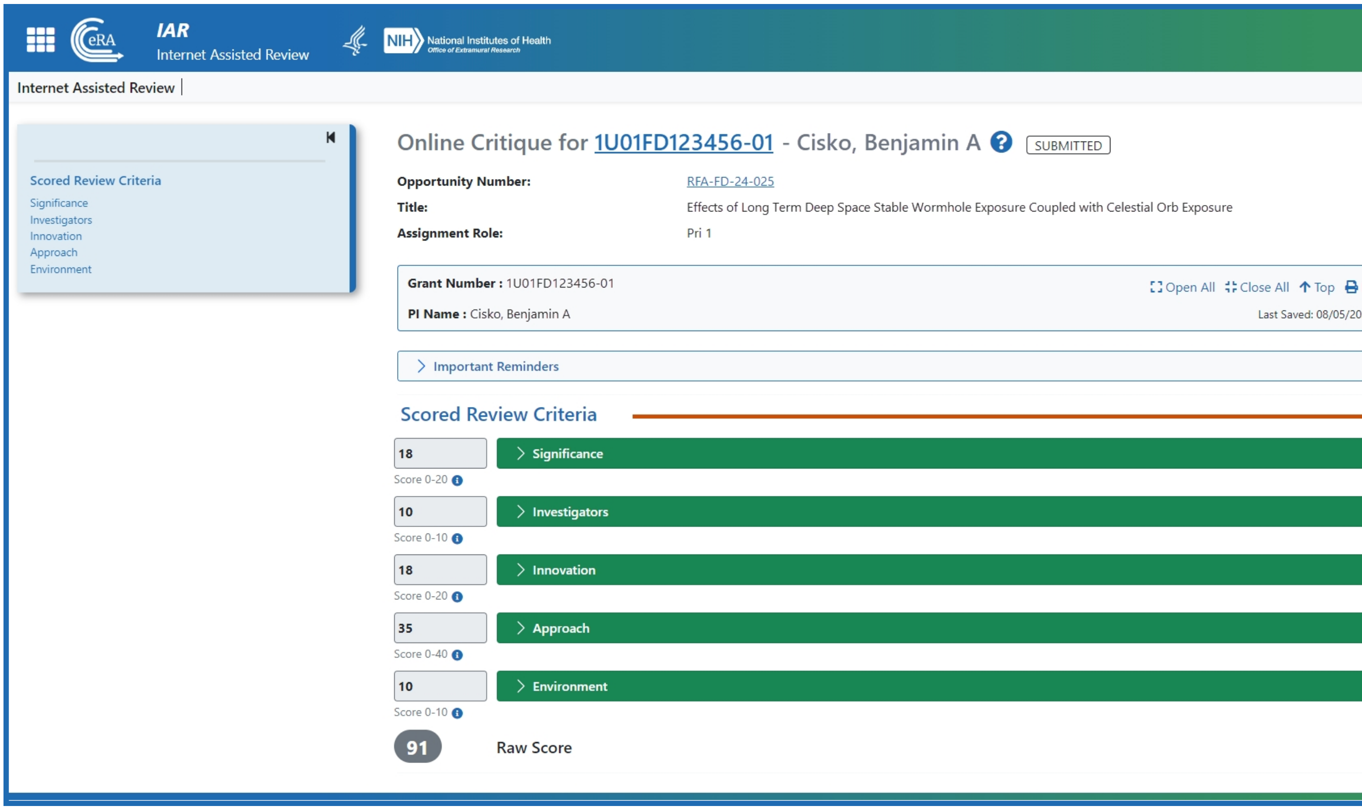
- Each criterion is assigned a maximum score value, based on its importance in the funding opportunity.
- Each criterion is evaluated on its scientific and technical merit.
- Reviewers enter a score ranging from 0 to the maximum allowed score for the criterion (the higher the score, the better the application).
- The sum total of the criterion scores determines the reviewer's raw score of the application. With each criterion having an independent maximum value, it permits the FDA to provide more weight or importance to the various criterion.
- The final score for the application is calculated by adding up all the raw scores and dividing by the number reviewers who submitted scores. In this system, applications with higher final scores are determined to have better scientific and technical merit.

Open and Complete the Critique

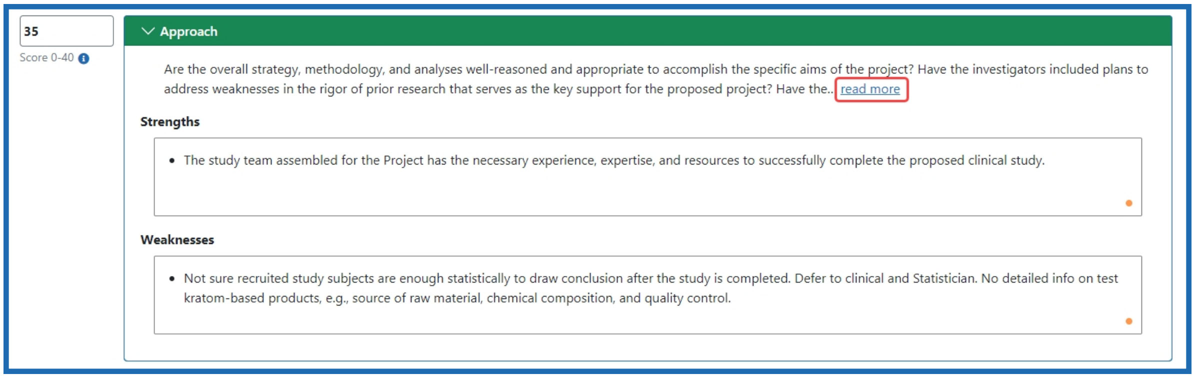
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the Application Number column for the application you are critiquing, click the three-dot ellipses icon and select the **Submit Critique** option.

   The Online Critique screen opens.



3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.

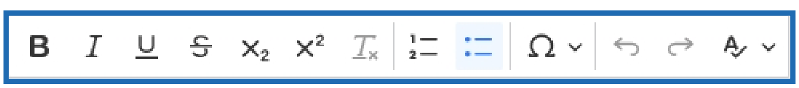


5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
6. Select scores from the **Score** dropdown menu. Enter a score ranging from 0 to the maximum allowed score for the criterion (the higher the score, the better the application).
7. Enter your comments in text fields. See *FDA Online Critiques & Scores* on page 264. As a best practice, to ensure you don't forget a field unintentionally, enter N/A or none in the field if you have no comments for the field. This reduces warnings about empty fields when you submit the critique.

   After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below.
   If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

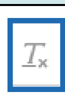
Editing in a Critique Text Field

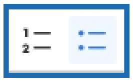
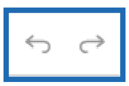
When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.

Formatting Button	Action
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.
- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

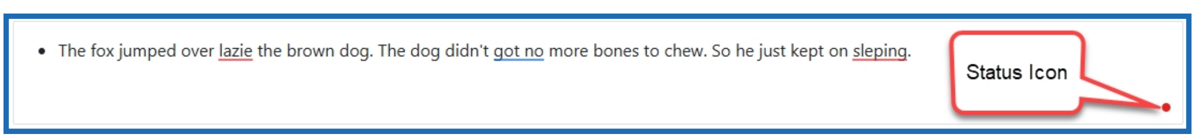


Figure 148: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

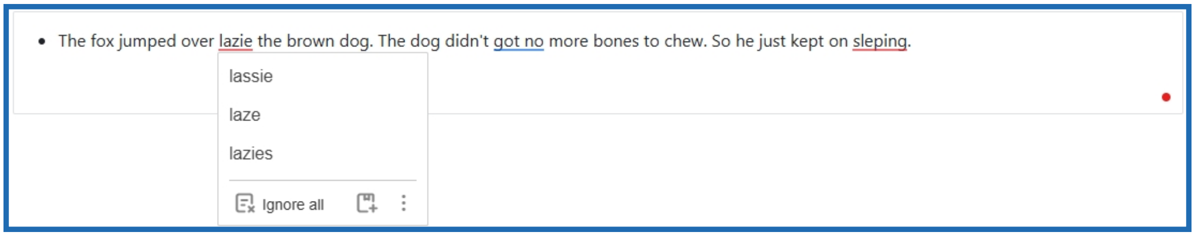


Figure 149: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

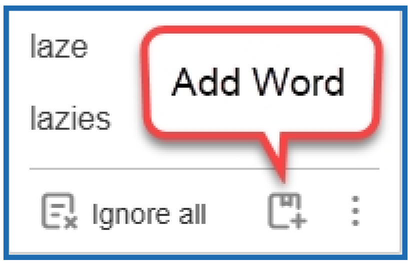


Figure 150: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

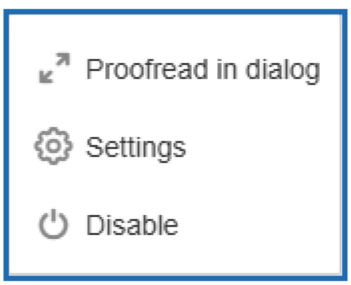


Figure 151: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

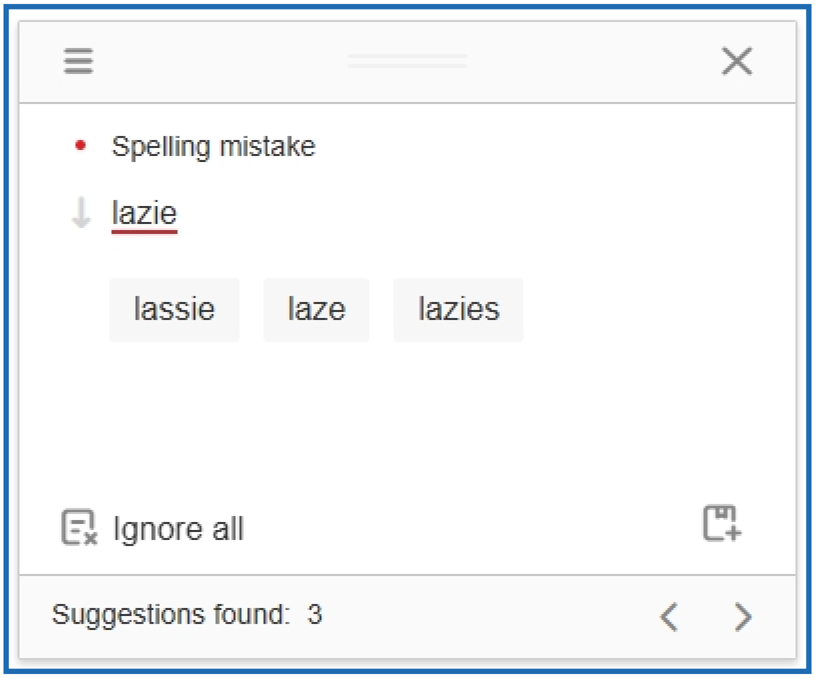


Figure 152: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

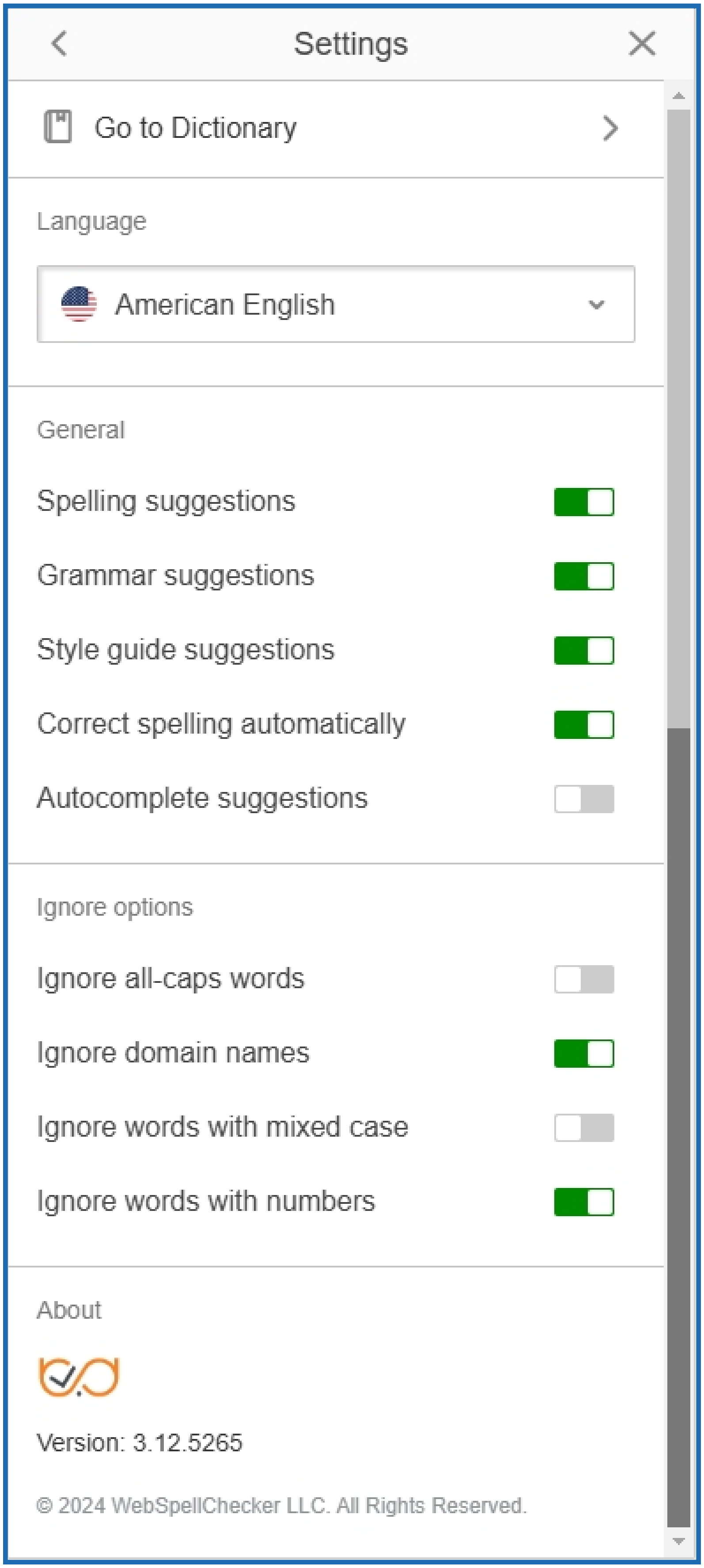

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
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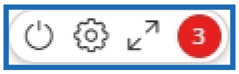
Figure 153: Setting control window

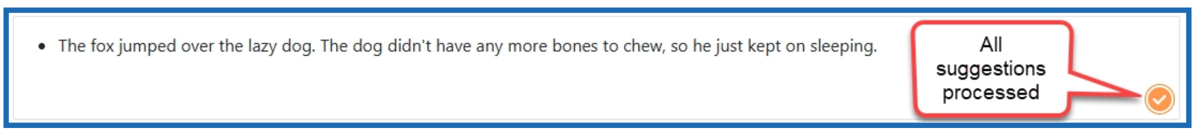
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

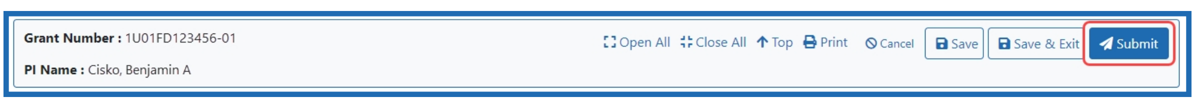
When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.



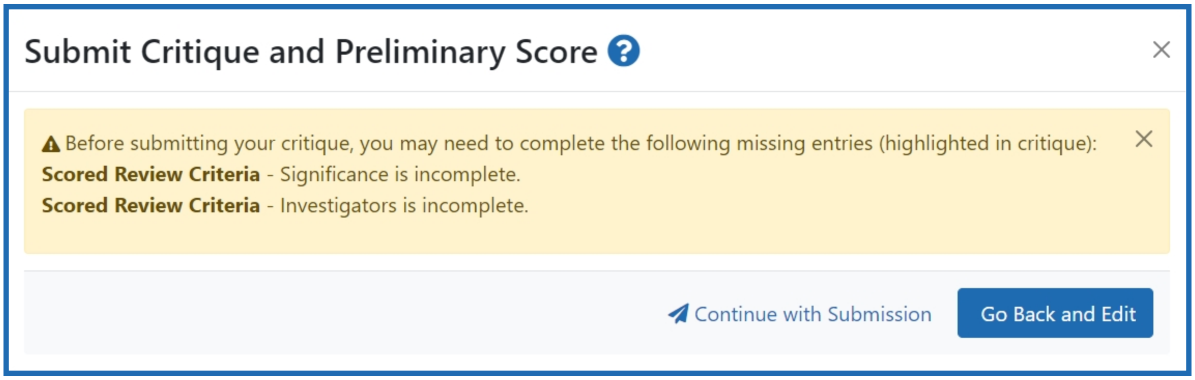
Submit the Critique

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

- In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

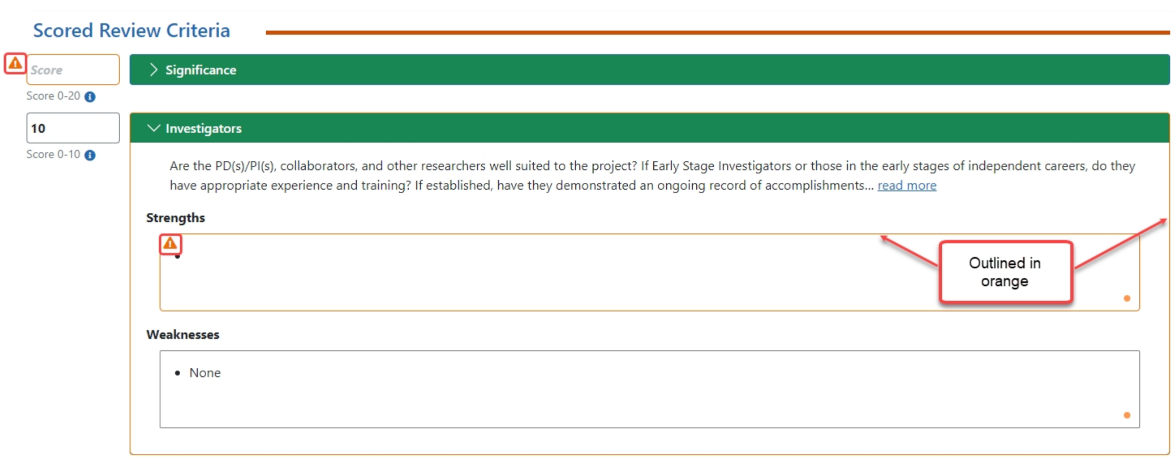


1. If any entries are not completed, a warning dialog lists the incomplete fields.



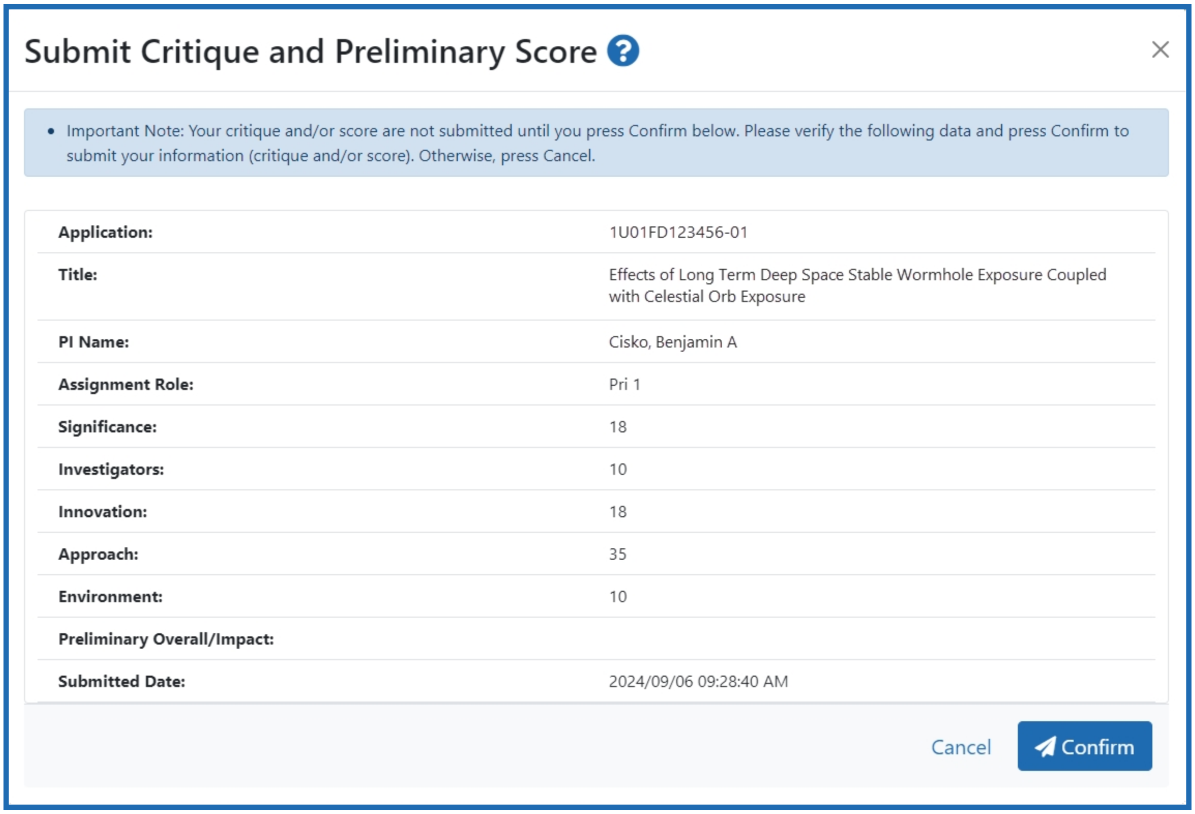
2. Click **Continue with Submission** only if you know the omissions to be valid and intentional.
3. Otherwise, click **Go Back and Edit**.

   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:



4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

The Submit Critique and Preliminary Score window appears.


Submit Critique and Preliminary Score

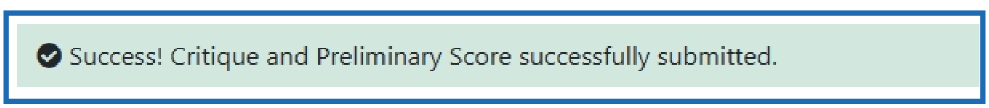
- Important Note: Your critique and/or score are not submitted until you press Confirm below. Please verify the following data and press Confirm to submit your information (critique and/or score). Otherwise, press Cancel.

Application:	1U01FD123456-01
Title:	Effects of Long Term Deep Space Stable Wormhole Exposure Coupled with Celestial Orb Exposure
PI Name:	Cisko, Benjamin A
Assignment Role:	Pri 1
Significance:	18
Investigators:	10
Innovation:	18
Approach:	35
Environment:	10
Preliminary Overall/Impact:	
Submitted Date:	2024/09/06 09:28:40 AM

Cancel Confirm

6. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.



At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

VA Online Critiques & Scores

Overview of the VA Scoring Process

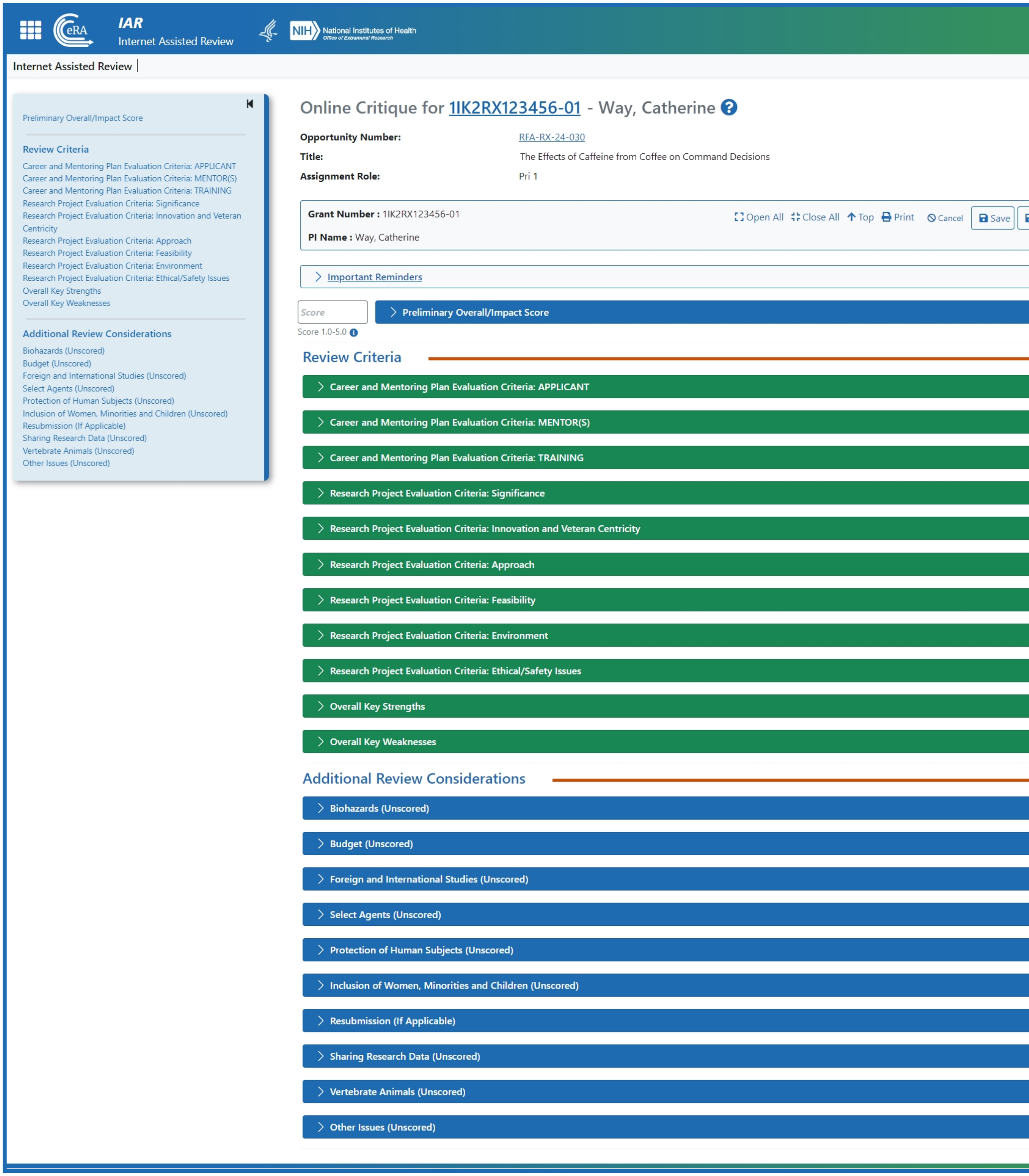
The review process for the Veterans' Administration does not use criterion scores. It uses only a preliminary score, followed by final scoring. Scores consist of numeric values from 1.0 to 5.0 and/or non-numeric scores.

Open and Complete the Critique

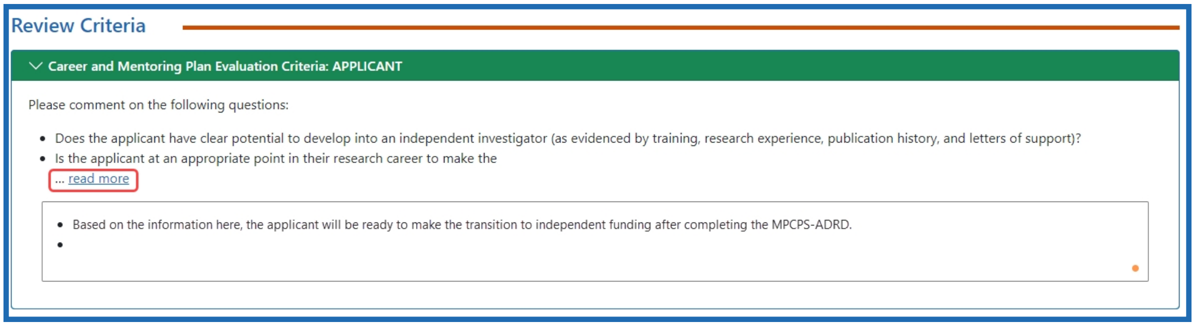
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the Application Number column for the application you are critiquing, click the three-dot ellipses icon and select the **Submit Critique** option.

   The Online Critique screen opens.


IAR
Internet Assisted Review
National Institutes of Health
Internet Assisted Review
Preliminary Overall/Impact Score
Review Criteria
Career and Mentoring Plan Evaluation Criteria: APPLICANT
Career and Mentoring Plan Evaluation Criteria: MENTOR(S)
Career and Mentoring Plan Evaluation Criteria: TRAINING
Research Project Evaluation Criteria: Significance
Research Project Evaluation Criteria: Innovation and Veteran Centricity
Research Project Evaluation Criteria: Approach
Research Project Evaluation Criteria: Feasibility
Research Project Evaluation Criteria: Environment
Research Project Evaluation Criteria: Ethical/Safety Issues
Overall Key Strengths
Overall Key Weaknesses
Additional Review Considerations
Biohazards (Unscored)
Budget (Unscored)
Foreign and International Studies (Unscored)
Select Agents (Unscored)
Protection of Human Subjects (Unscored)
Inclusion of Women, Minorities and Children (Unscored)
Resubmission (If Applicable)
Sharing Research Data (Unscored)
Vertebrate Animals (Unscored)
Other Issues (Unscored)
Online Critique for 1IK2RX123456-01 - Way, Catherine
Opportunity Number: RFA-RX-24-030
Title: The Effects of Caffeine from Coffee on Command Decisions
Assignment Role: Pri 1
Grant Number : 1IK2RX123456-01
PI Name : Way, Catherine
Open All
Close All
Top
Print
Cancel
Save
Important Reminders
Score
Preliminary Overall/Impact Score
Score 1.0-5.0
Review Criteria
Career and Mentoring Plan Evaluation Criteria: APPLICANT
Career and Mentoring Plan Evaluation Criteria: MENTOR(S)
Career and Mentoring Plan Evaluation Criteria: TRAINING
Research Project Evaluation Criteria: Significance
Research Project Evaluation Criteria: Innovation and Veteran Centricity
Research Project Evaluation Criteria: Approach
Research Project Evaluation Criteria: Feasibility
Research Project Evaluation Criteria: Environment
Research Project Evaluation Criteria: Ethical/Safety Issues
Overall Key Strengths
Overall Key Weaknesses
Additional Review Considerations
Biohazards (Unscored)
Budget (Unscored)
Foreign and International Studies (Unscored)
Select Agents (Unscored)
Protection of Human Subjects (Unscored)
Inclusion of Women, Minorities and Children (Unscored)
Resubmission (If Applicable)
Sharing Research Data (Unscored)
Vertebrate Animals (Unscored)
Other Issues (Unscored)

3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the blue or green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.

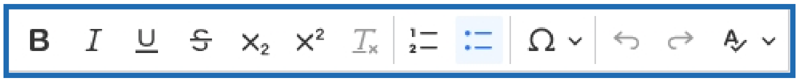


5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
6. If applicable, select scores from the **Score** dropdown menu. See the next section for details.
7. Select a radio button from each radio button group.
8. Enter your comments in text fields. See *VA Online Critiques & Scores* on page 274. As a best practice, to ensure you don't forget a field unintentionally, enter N/A or none in the field if you have no comments for the field. This reduces warnings about empty fields when you submit the critique.

   After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below.
   If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

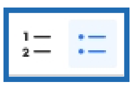
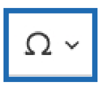
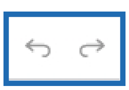
Editing in a Critique Text Field

When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.

- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

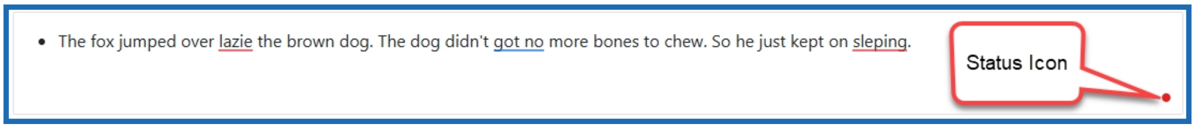


Figure 154: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

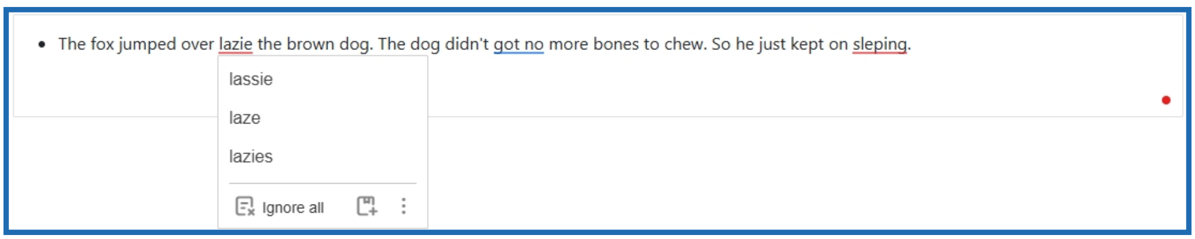


Figure 155: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

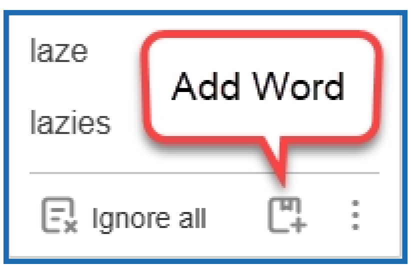


Figure 156: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

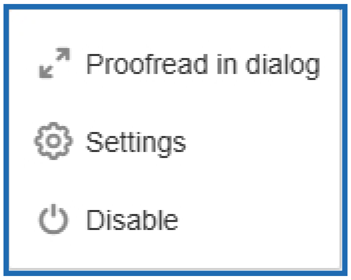


Figure 157: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

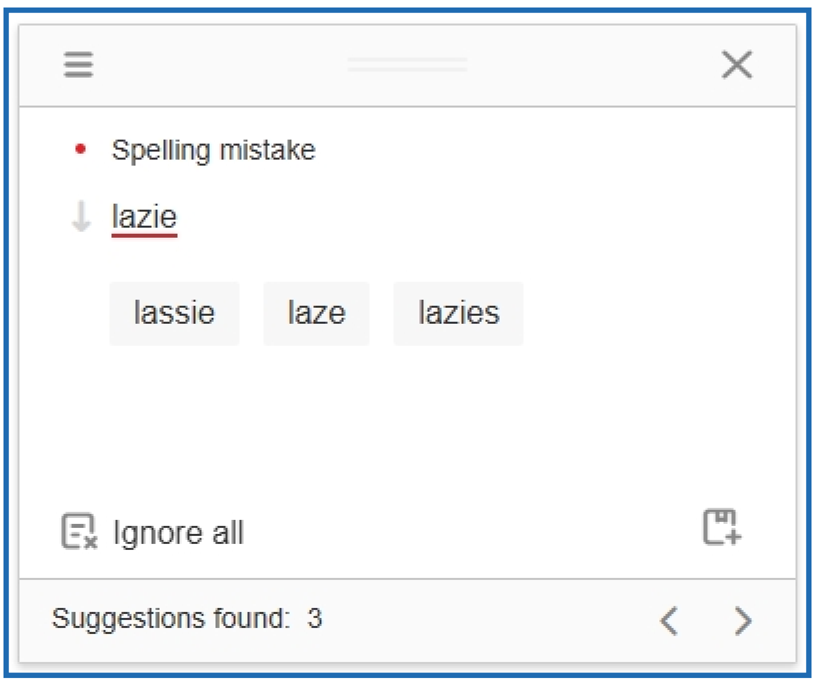


Figure 158: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

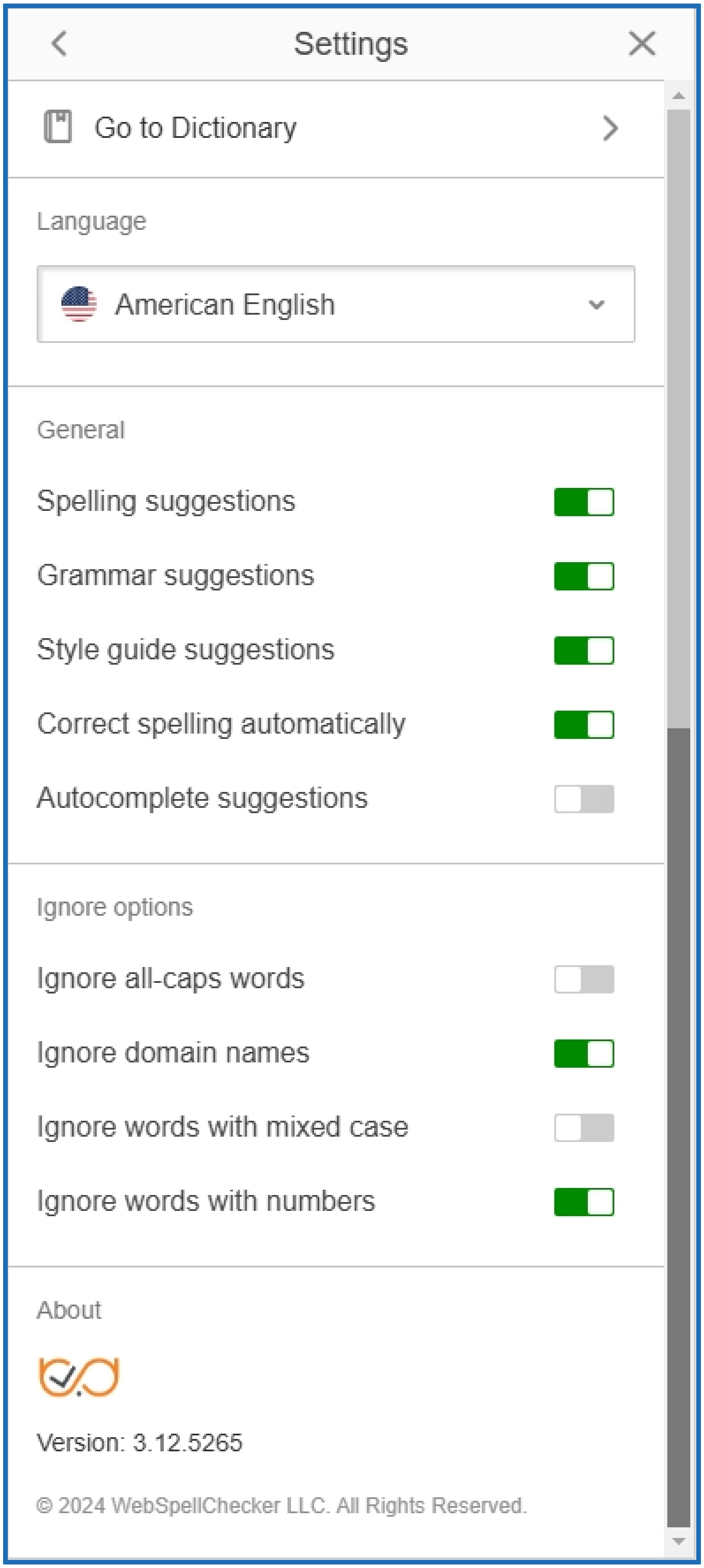
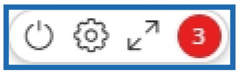

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

Figure 159: Setting control window

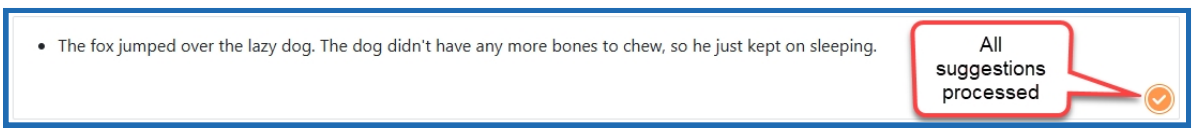
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

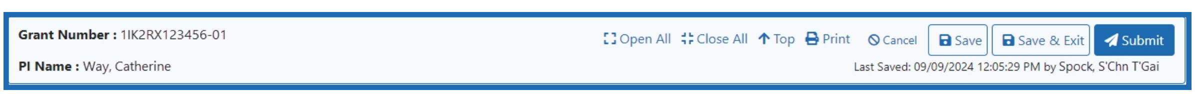
When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.



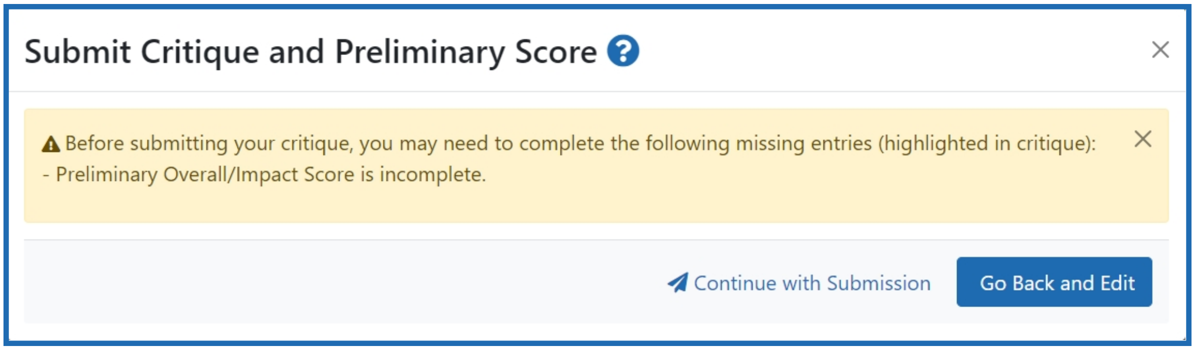
Submit the Critique

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

- In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

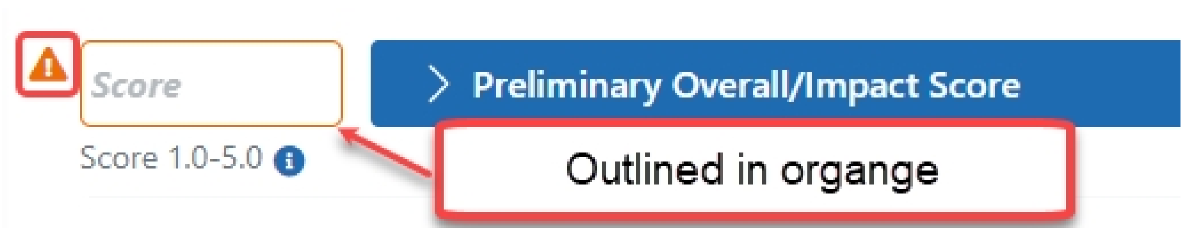


1. If any entries are not completed, a warning dialog lists the incomplete fields.



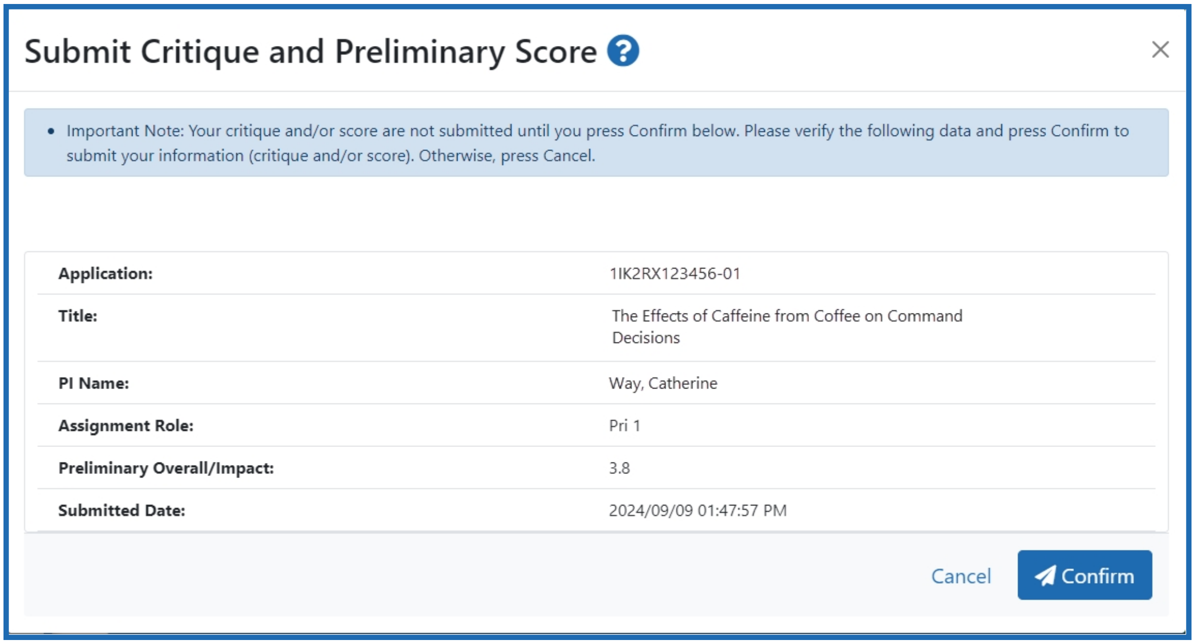
2. Click **Continue with Submission** only if you know the omissions to be valid and intentional.
3. Otherwise, click **Go Back and Edit**.

   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:



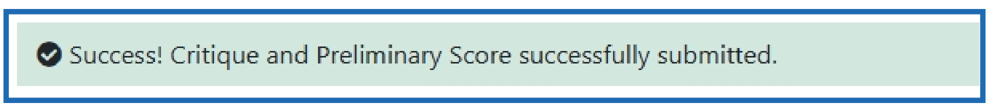
4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

   The Submit Critique and Preliminary Score window appears.



6. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.



At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

SAMHSA Online Critiques & Scores

Overview of the SAMHSA Scoring Process

- SAMHSA reviewers enter a score from a range of 0 to the maximum allowed score for the criterion (also called Criterion Point Value). The higher the score, the better the application.
- Each criterion's Criterion Point Value translates to a percentage of 100, with the sum of all criteria weights totaling 100.
- A chart displays point ranges, based on the scores entered, that indicate whether the application is unacceptable, marginal, acceptable, very good or outstanding.
- The criteria for an application differ depending on the Funding Opportunity Announcement for which the application was submitted.

The criteria are displayed on the Submit Critique and Scores screen along with the following:

- Score column for entering each criterion's score
- Criterion Point Value, which represents the max number of points that can be assigned to the criterion
- Criterion Point Value ranges, which indicates the range of value points associated with each qualitative assessment (e.g., Outstanding, Very Good, etc.)

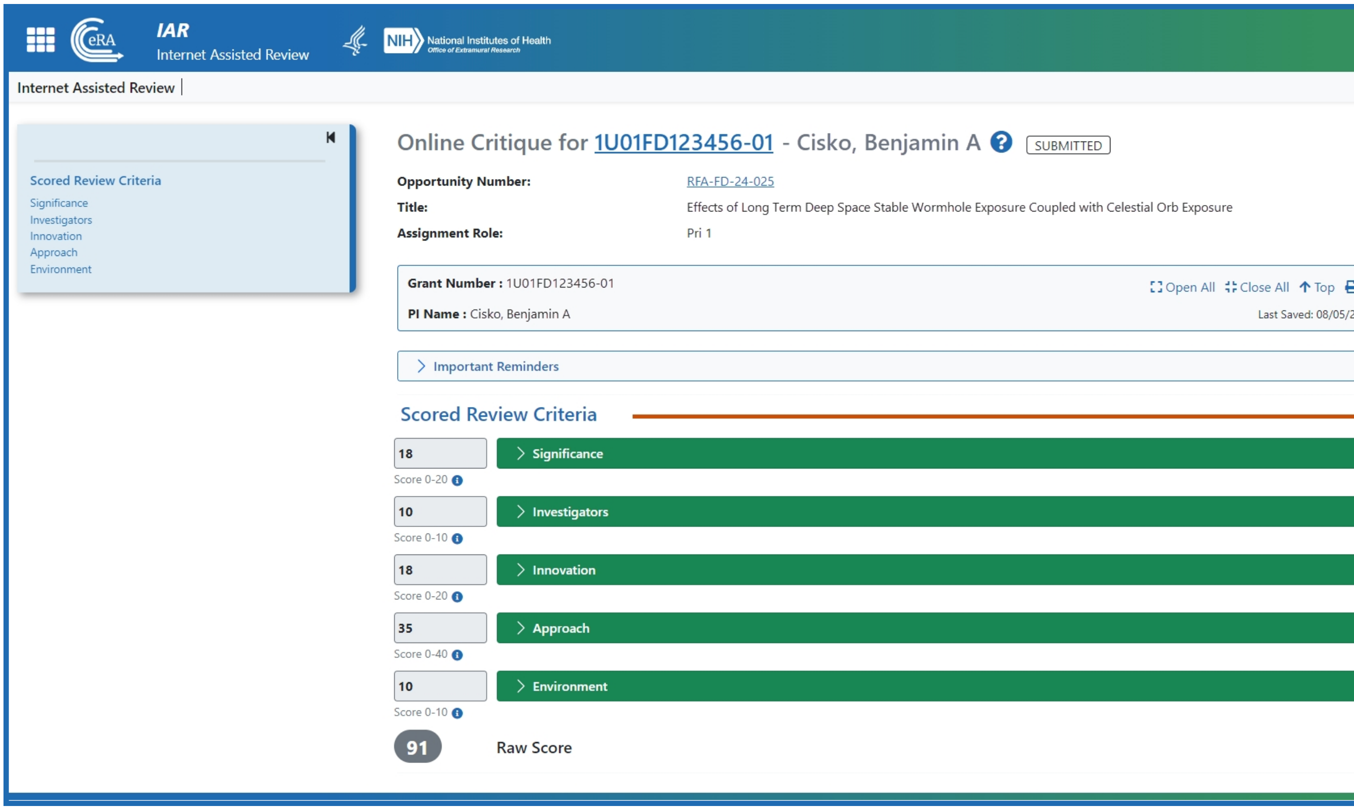
For more information in SAMHSA scoring, please see *SAMHSA - Scoring Overview* on page 174.

Open and Complete the Critique

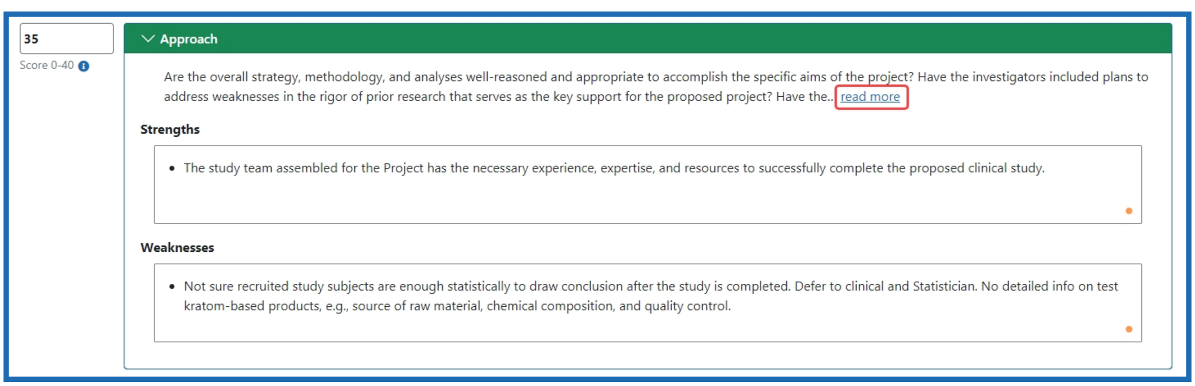
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the Application Number column for the application you are critiquing, click the three-dot ellipses icon and select the **Submit Critique** option.

   The Online Critique screen opens.



3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.

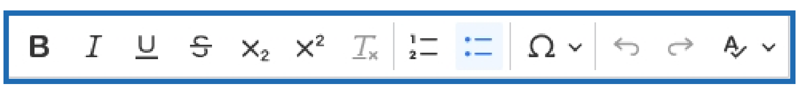


5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.
6. Select scores from the **Score** dropdown menu. Enter a score ranging from 0 to the maximum allowed score for the criterion (the higher the score, the better the application).
7. Enter your comments in text fields. See *SAMHSA Online Critiques & Scores* on page 284. As a best practice, to ensure you don't forget a field unintentionally, enter N/A or none in the field if you have no comments for the field. This reduces warnings about empty fields when you submit the critique.

   After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below.
   If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

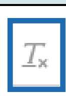
Editing in a Critique Text Field

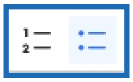
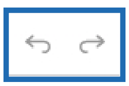
When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.

Formatting Button	Action
	Numbered List/Bulleted List tools. Bullet or number the selected text.
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.
- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

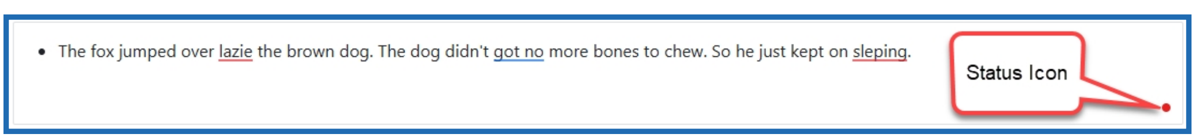


Figure 160: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

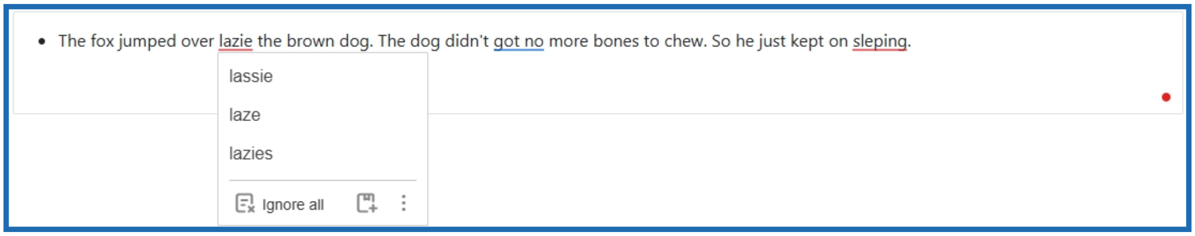


Figure 161: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

Figure 162: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

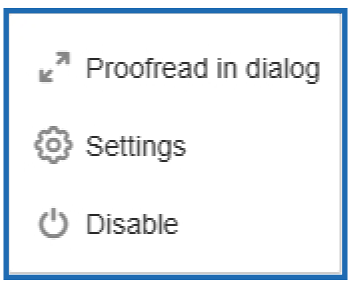


Figure 163: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

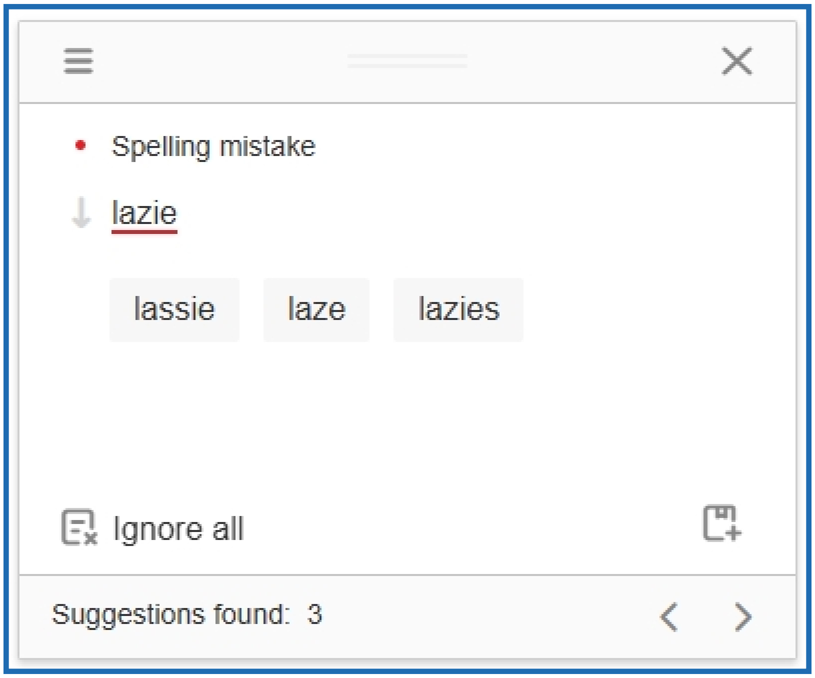


Figure 164: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

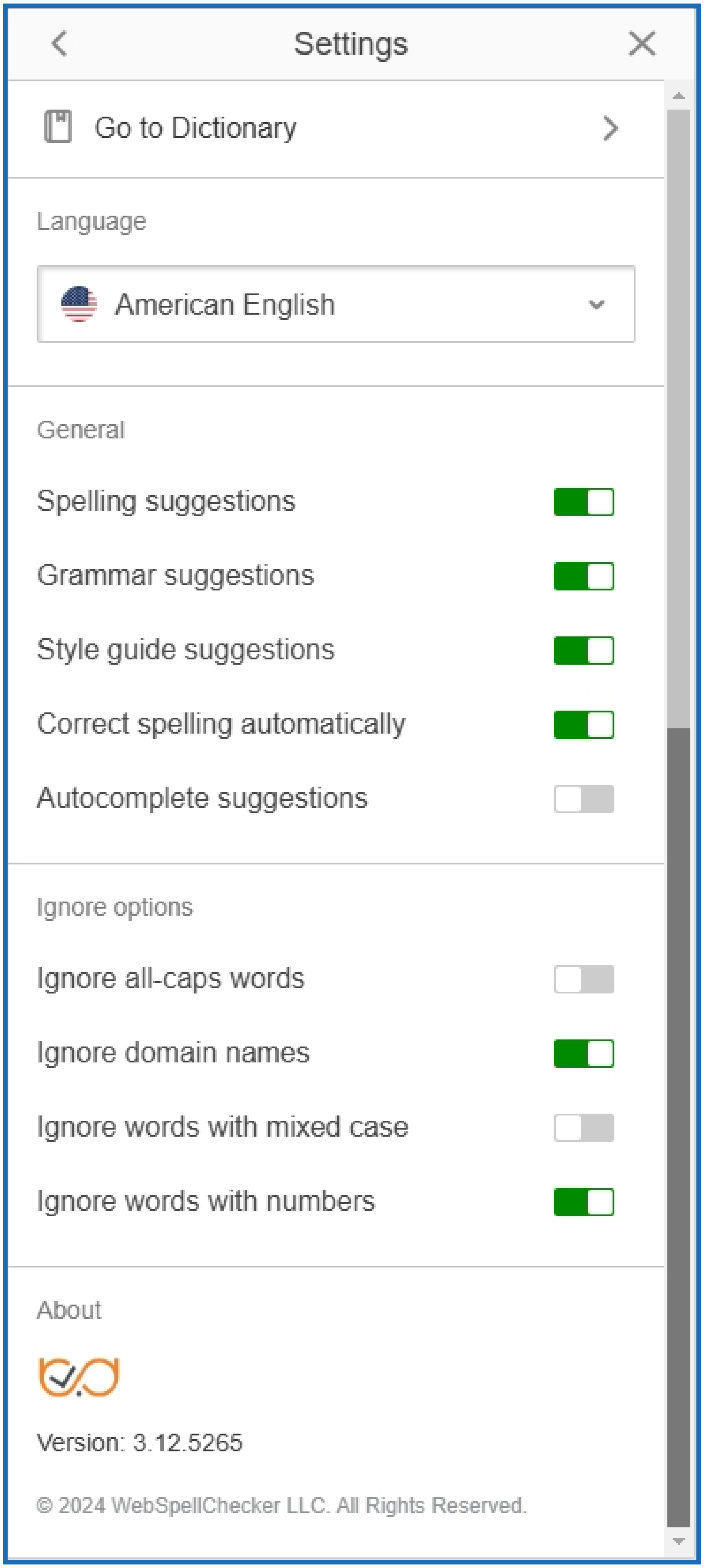
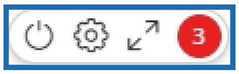

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

Figure 165: Setting control window

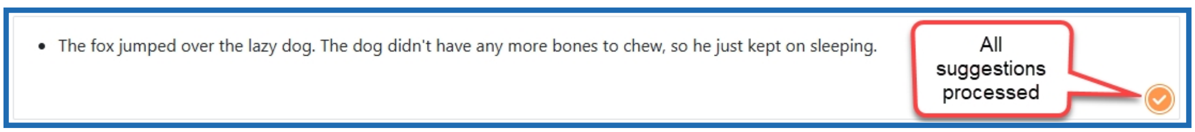
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

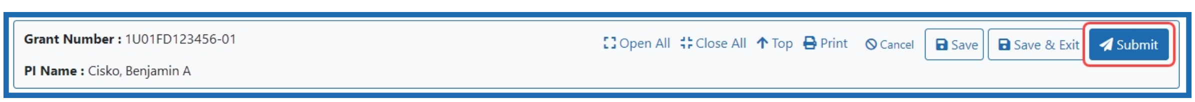
When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.



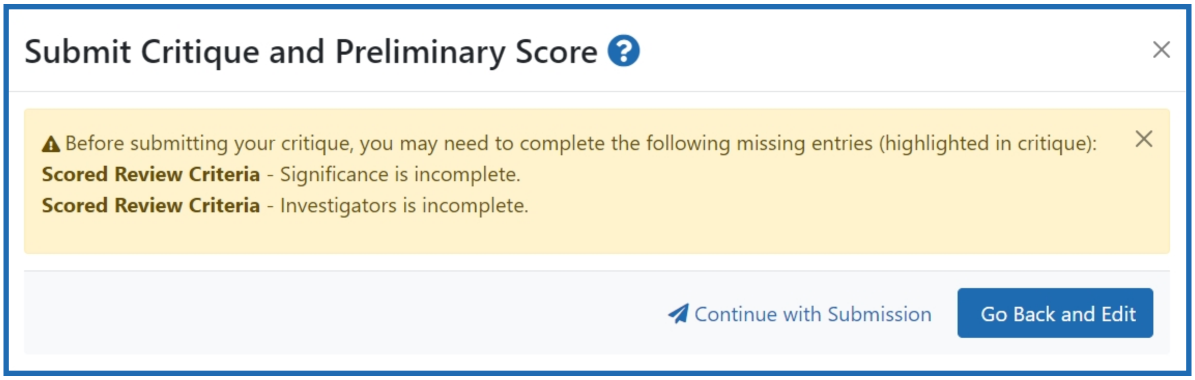
Submit the Critique

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

- In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

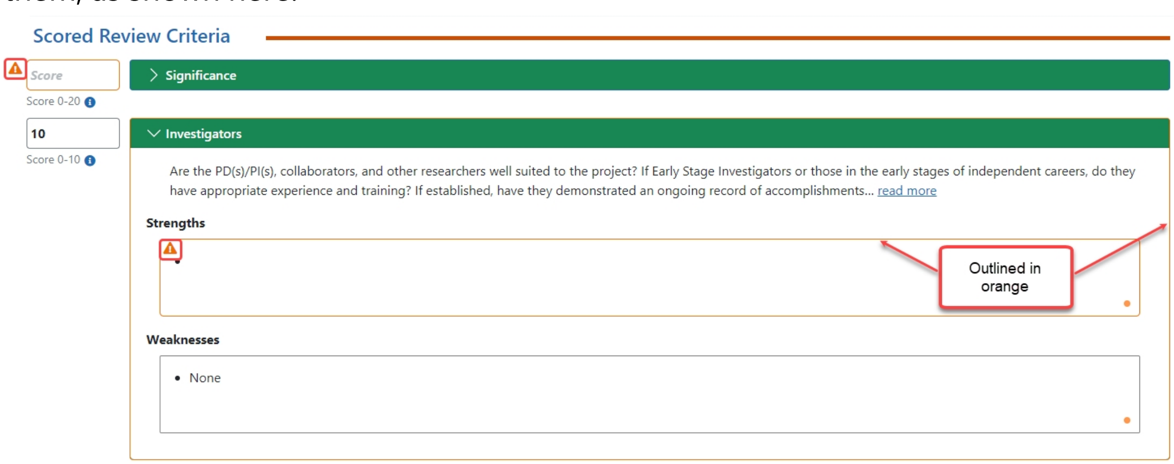


1. If any entries are not completed, a warning dialog lists the incomplete fields.



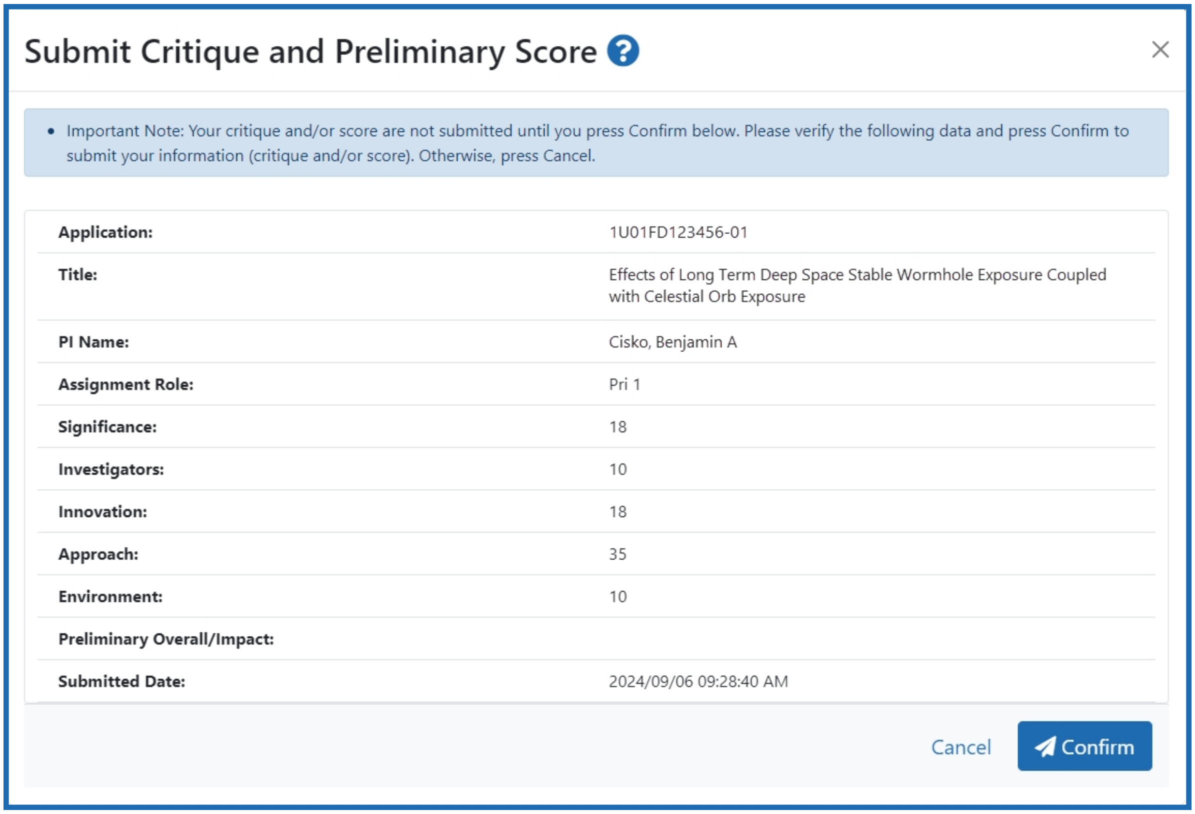
2. Click **Continue with Submission** only if you know the omissions to be valid and intentional.
3. Otherwise, click **Go Back and Edit**.

   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:



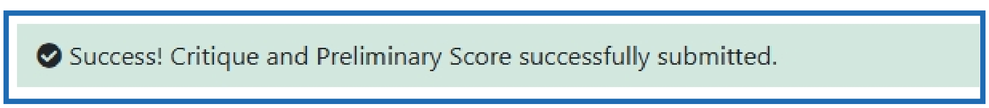
4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

The Submit Critique and Preliminary Score window appears.



6. Review the information and click the **Confirm** button to complete the online critique submission.

   A message appears at the top of the screen indicating successful submission.



At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

DOC/NOAA Online Critiques & Scores

Overview of the DOC/NOAA Scoring Process

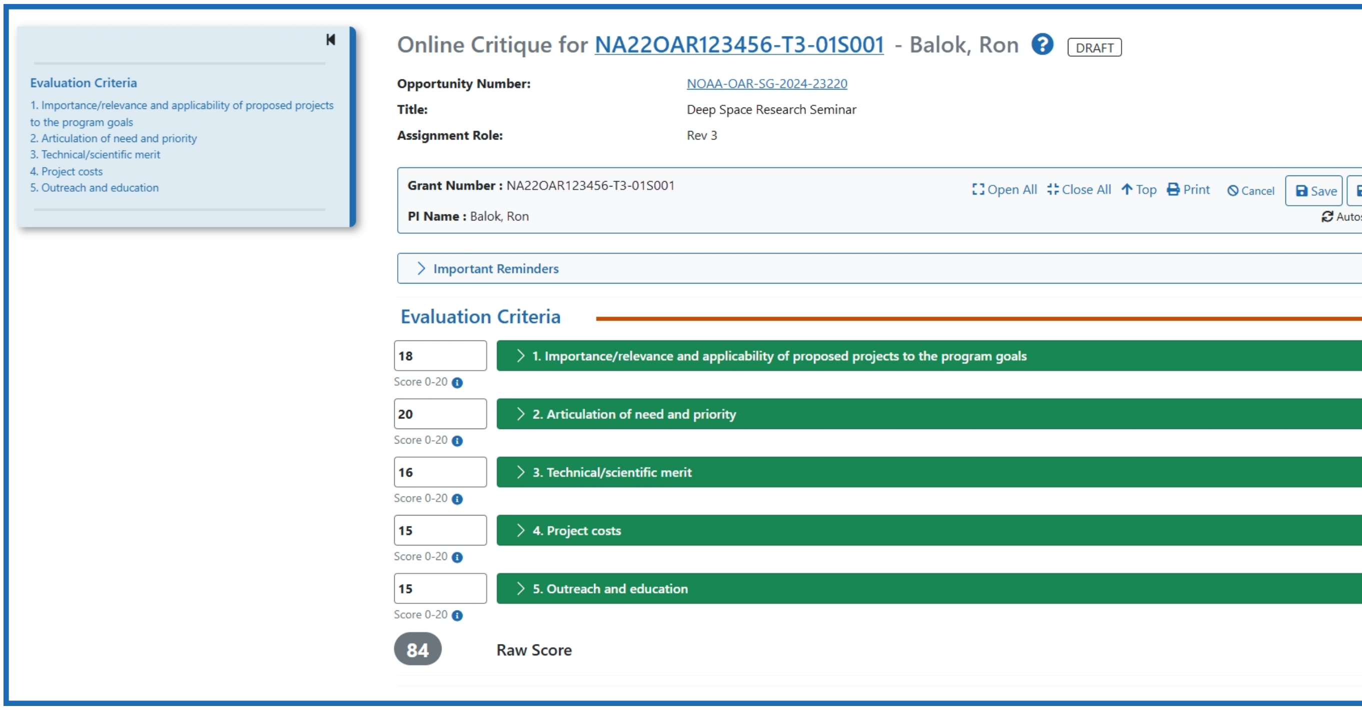
- Each criterion is assigned a maximum score value, based on its importance in the funding opportunity.
- Each criterion is evaluated on its scientific and technical merit.
- Reviewers enter a score ranging from 0 to the maximum allowed score for the criterion (the higher the score, the better the application).
- The sum total of the criterion scores determines the reviewer's raw score of the application. With each criterion having an independent maximum value, it permits the FDA to provide more weight or importance to the various criterion.

Open and Complete the Critique

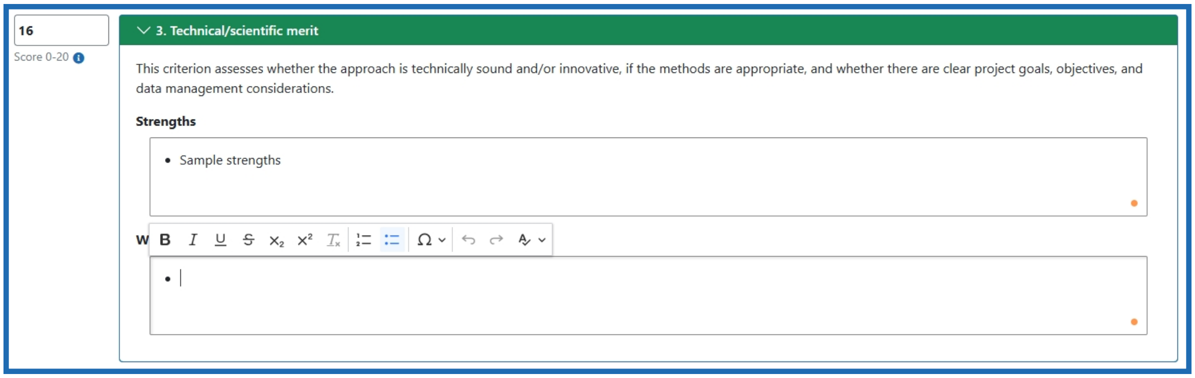
Follow these steps to complete the online critique:

1. Go to the *List of Applications* or *List of My Assigned Applications* screen in Internet Assisted Review.
2. In the Application Number column for the application you are critiquing, click the three-dot ellipses icon and select the **Submit Critique** option.

   The Online Critique screen opens.



3. Optionally, review the Important Reminders heading by clicking on the heading text *Important Reminders* in the blue bar. This might contain instructions, set by the SRO, that are relevant for the current meeting.
4. Click the green headers in whatever order suits you and begin filling out the critique. Use the tab key to jump from field to field.



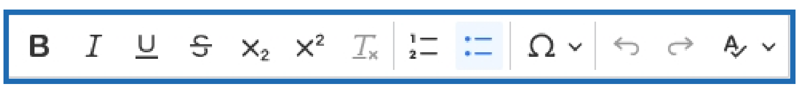
5. For each review criteria, read all guidance at the top of the editing area by clicking the read more link, which shows all available guidance for the criteria item.

6. If applicable, select scores from the **Score** dropdown menu. See the next section for details.
7. Select a radio button from each radio button group.
8. Enter your comments in text fields. See *DOC/NOAA Online Critiques & Scores* on page 294. As a best practice, to ensure you don't forget a field unintentionally, enter N/A or none in the field if you have no comments for the field. This reduces warnings about empty fields when you submit the critique.

   After you have completed the critique, you are ready to submit the critique; see *Submit an Online Critique* on page 225 below.
   If you don't want to submit at this time, see *Save the Critique to Finish Later* on page 224.

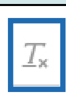
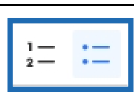
Editing in a Critique Text Field

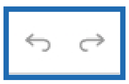
When you click in a field, a toolbar appears with formatting tools:



The first six of these are familiar to most users, and are bold, italic, underline, strikethrough, subscript, and superscript. You can hover your cursor over any editing tool to see its name and its keyboard shortcut keys if available.

The less familiar icons are explained below.

Formatting Button	Action
	Removes all formatting from selected text.
	Numbered List/Bulleted List tools. Bullet or number the selected text.

Formatting Button	Action
	Special character tool. Opens a *Select Special Character* window, from which you can choose special characters. While you can copy and paste from other applications to the *Online Critique* screen, special characters might not be rendered correctly in the final critique if you do so. It is recommended that you use the special character editing tool for inserting special characters to ensure correct rendering of special characters.
	Undo and redo tools.

Spelling and Grammar Checker

The Online Critique text boxes have an advanced spelling and grammar checker. The status of the checker is indicated by a colored dot in the bottom right corner of the text field.

The status colors are:

- Orange – the checker is enabled
- Red – there is a least one suggestion found within the text.
- Gray – the checker is disabled

Spelling suggestions are underlined with a red line, while grammar suggestions are underlined in blue.

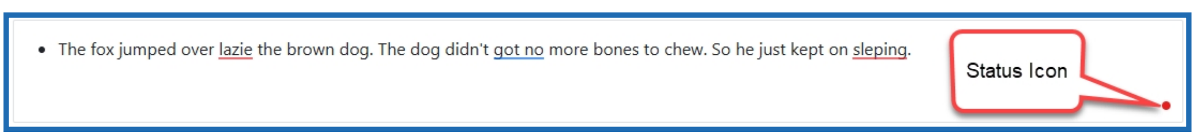


Figure 166: Text field showing a status icon as red, indicating a suggestion has been found within the text

Hovering over a suggestion provides a list of options.

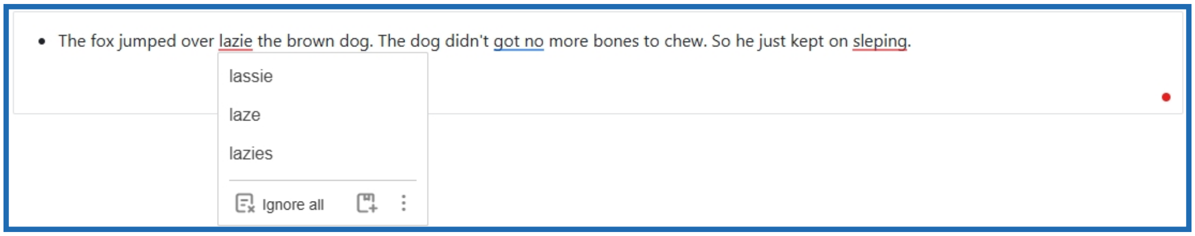


Figure 167: Suggestions menu when you hover over a suggestion

The suggestions can be ignored by clicking the **Ignore all** button, or the word can be added to the local dictionary by clicking the **Add Word** button.

Figure 168: Additional action options from the list of suggestions

The three-dot **More options** icon provides three additional selections.

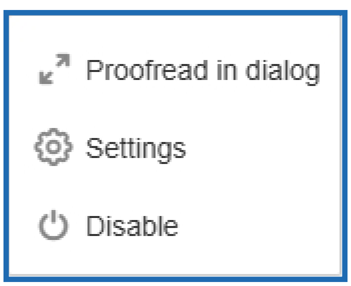


Figure 169: More options menu

- **Proofread in dialog** – opens a dialog box in a separate window. The window shows the current issue and possible suggestions. At the bottom of the window, the number of suggestions is shown and navigation buttons let you scroll to other issues/suggestions.

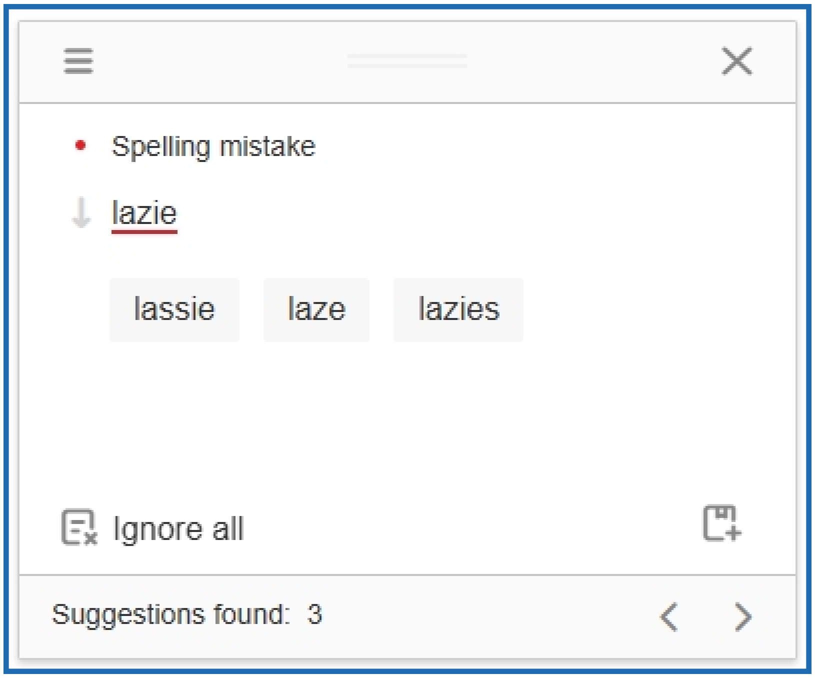


Figure 170: Proofread in dialog window

- **Settings** – Opens a dialog box with a variety of options that can be selected or toggled on and off using the corresponding toggle switch.

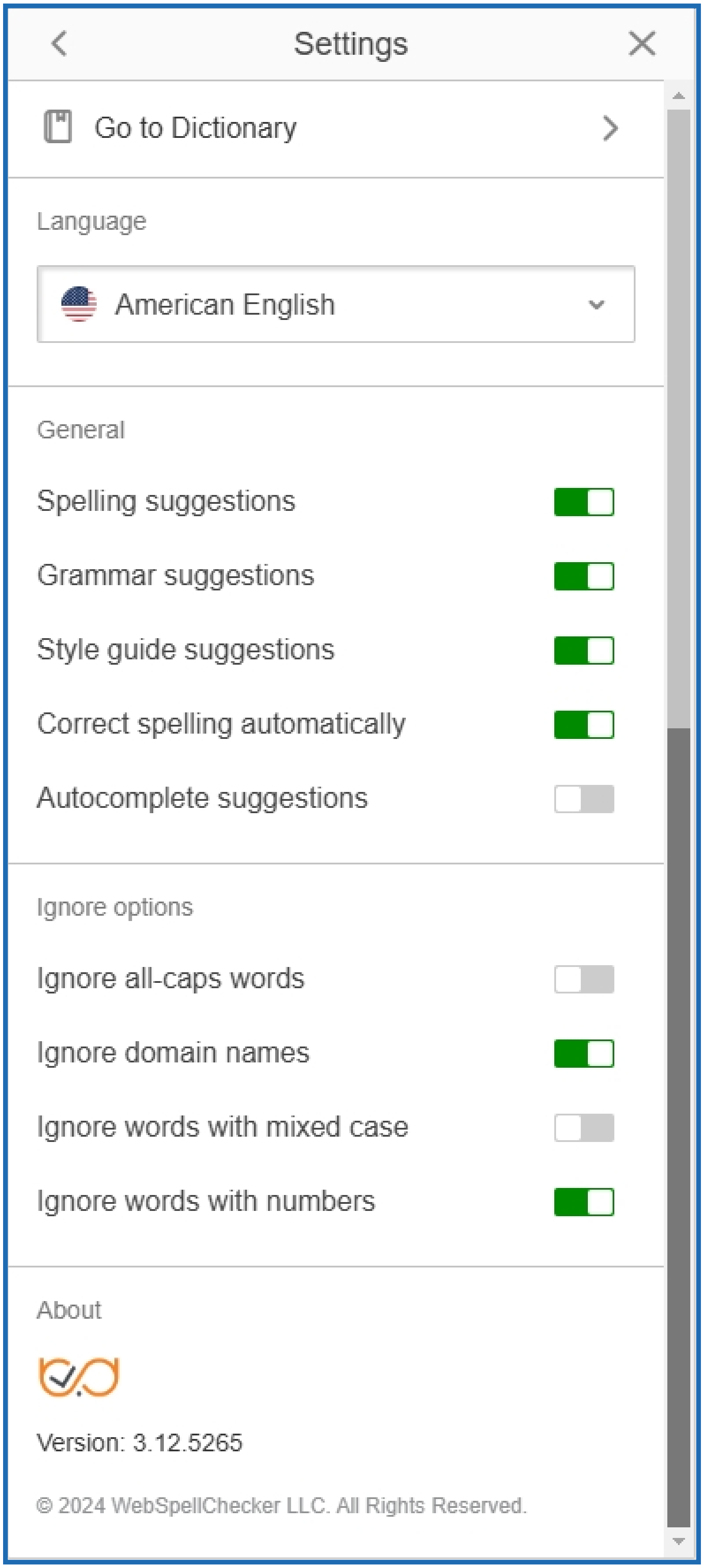
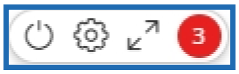

Settings
Go to Dictionary
Language
American English
General
Spelling suggestions
Grammar suggestions
Style guide suggestions
Correct spelling automatically
Autocomplete suggestions
Ignore options
Ignore all-caps words
Ignore domain names
Ignore words with mixed case
Ignore words with numbers
About
Version: 3.12.5265
© 2024 WebSpellChecker LLC. All Rights Reserved.

Figure 171: Setting control window

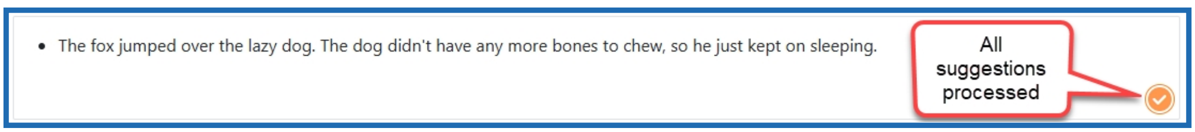
- **Disable** – turns the checker off and set the status color to gray.

Clicking the status dot provides the same options as described above:



- The power switch icon disables/enables the checker.
- The gear icon opens the **Settings** dialog box.
- The double arrow icon opens the **Proofread in dialog** window.
- The numbered circles represent the number of suggestions.

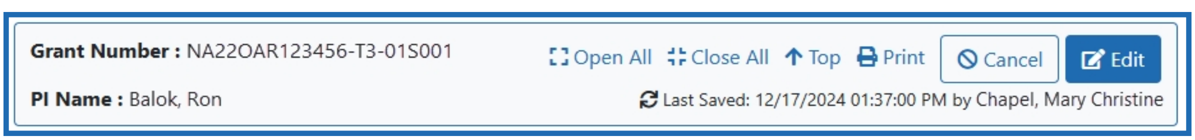
When all the suggestions have been reviewed and updated, a circled checkmark appears in the bottom right corner.



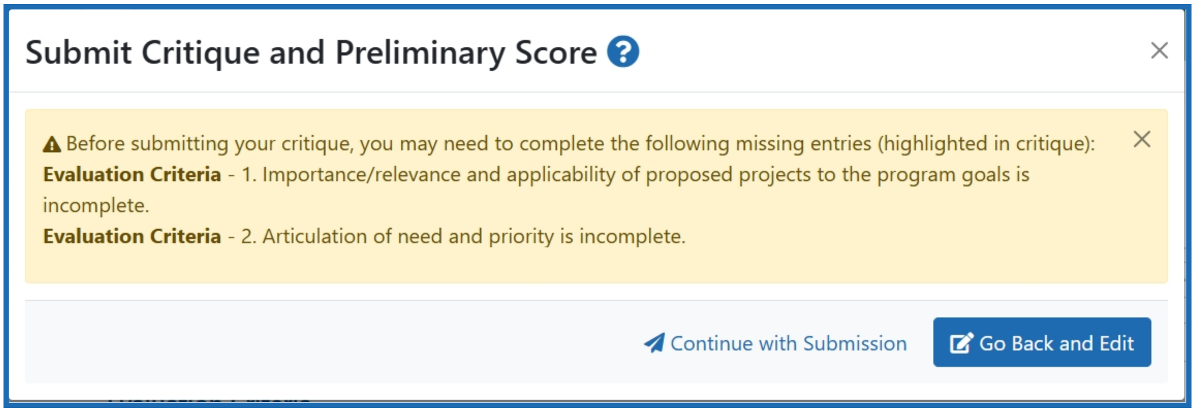
Submit the Critique

After you fill out the critique completely, you are ready to submit. Make sure you are on the Online Critique screen and do the following:

- In the gray summary box at the top of the *Online Critique* screen, click the **Submit** button.

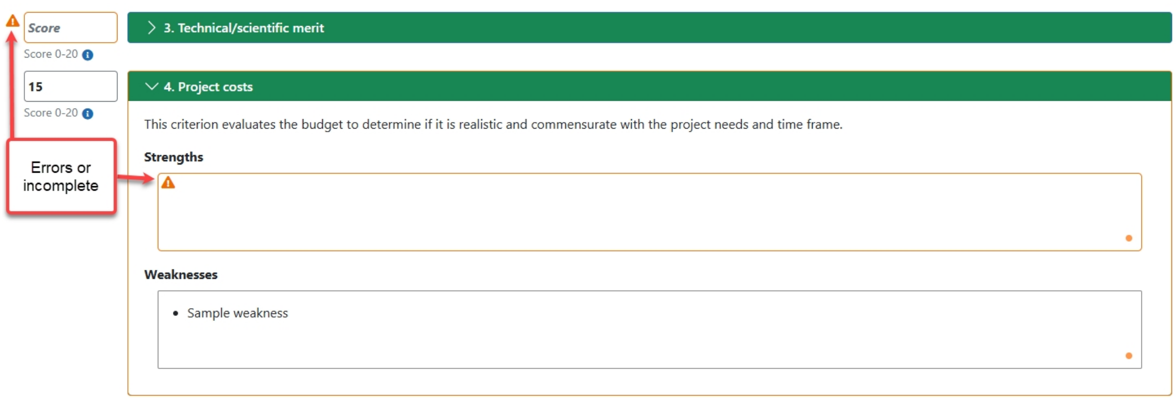


1. If any entries are not completed, a warning dialog lists the incomplete fields.



2. Click **Continue with Submission** only if you know the omissions to be valid and intentional.
3. Otherwise, click **Go Back and Edit**.

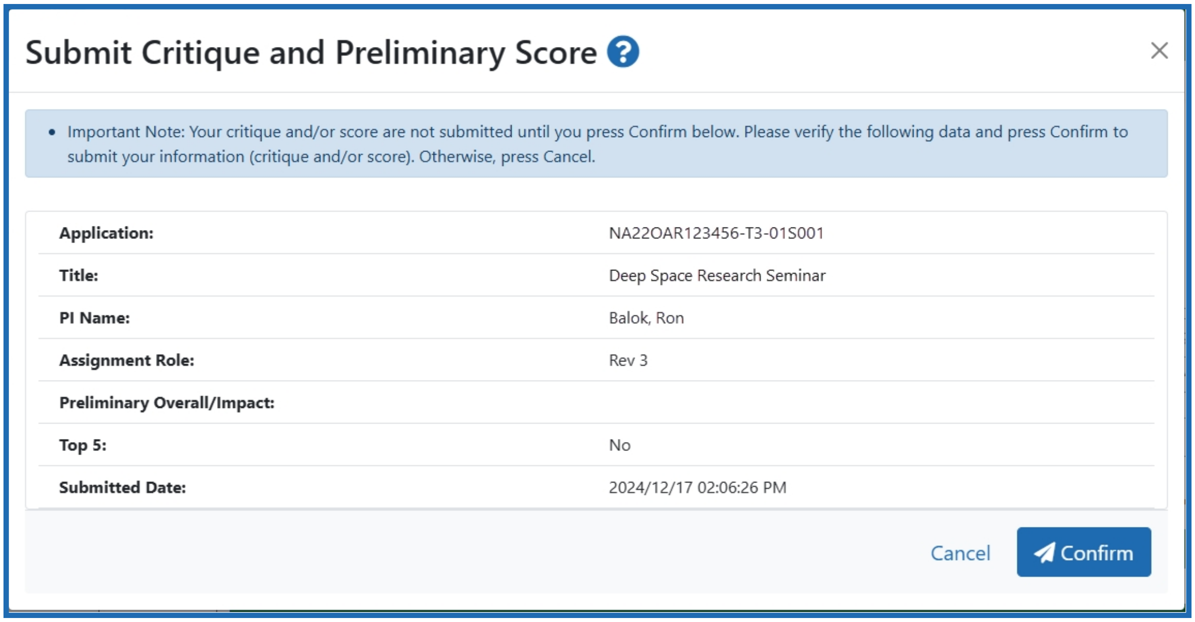
   You are returned to the incomplete critique. To help you easily find the incomplete entries, the blue and green review criteria that have incomplete entries are expanded, while all other review criteria are collapsed. In addition, the fields that lack a response are outlined in orange and have an orange exclamation icon next to them, as shown here:



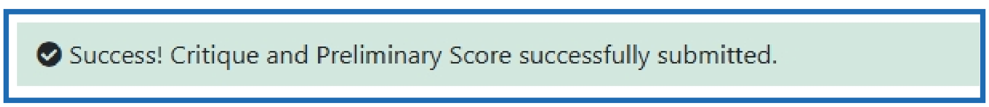
4. Fill out the incomplete entries if necessary; if you are sure you want them blank, then you can leave them blank and submit regardless.
5. Click the **Submit** button again, and if necessary, click the **Continue with Submission** button if you want to leave blanks.

6. Review the information and click the **Confirm** button to complete the online critique submission.

   The Submit Critique and Preliminary Score window appears.



A message appears at the top of the screen indicating successful submission.



At this point, a submitted critique is saved into the system. If you later decide you want to edit the submission, you can do so; see *Make Changes to a Critique After Submitting* on page 227.

You can view your own critiques and scores as well as those of other reviewers (when permitted) once you have submitted them. The process by which critiques are viewed differs from phase to phase. Refer to *Viewing Critiques* on page 105 for a description of the phase-specific method of viewing critiques.

Virtual Meeting

Overview

Virtual Meetings are designed to enable reviewers to participate in the review process without the need to travel to a common geographic meeting location.

The VM-specific phases (see Phases and Options) will only appear for meetings that are coded as Virtual.

Additionally, VM-specific pages (Announcements, Manage Topics, VM List of Applications, VM Discussion Dashboard, etc.) will also only appear for meetings coded as Virtual.

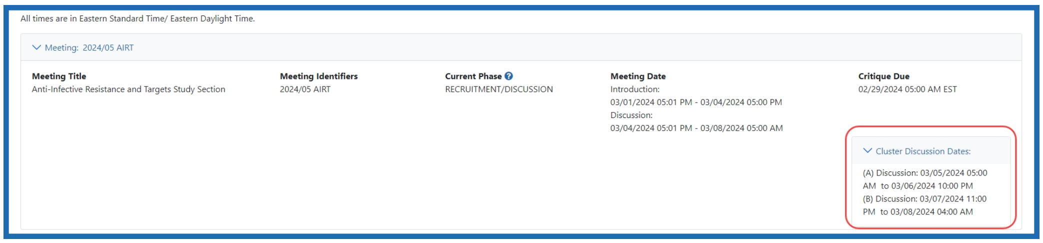
Phases & Options

In addition to the standard, SUBMIT, READ, and EDIT phases for all meetings, there are two additional required phases (*Introduction and Discussion*) and one conditional sub-phase (*Cluster Discussion*) that are utilized for Virtual Meetings.

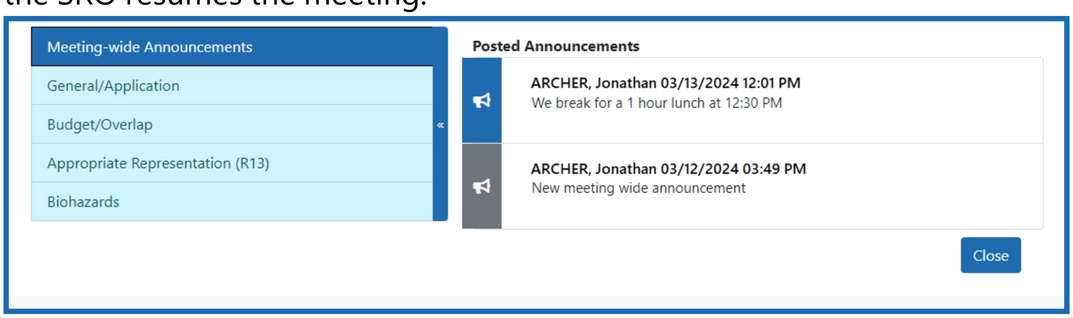
NOTE: All times are in Eastern Standard Time/ Eastern Daylight Time.

- ***INTRODUCTION Phase*** - This required phase occurs after the READ phase and before the DISCUSSION phase.
  - **Business:** During this phase, reviewers can "rescue" applications that the SRO/ESA* has designated as "Lower Half" so that they can be discussed.
  - **SRO/ESA:** If the Meeting Chair has a conflict with any application in the meeting, the SRO/ESA can designate an "Application Chair" for the discussion of that application.
- ***DISCUSSION Phase*** - This is a required phase and must occur after INTRODUCTION.
  - **Business:** Reviewers are granted access to participate in a sequential *OR* asynchronous discussion of applications on individual application discussion boards.
    - Sequential: SRO/ESA has designated specific Cluster DISCUSSION Start/End times AND/OR review order.

        - Asynchronous: No specific Cluster DISCUSSION Start/End times AND/OR no review order.
    - ***Cluster DISCUSSION Phase*** - When a review meeting has applications that have been grouped by cluster, the SRO has the ability to set discreet DISCUSSION phases specifically for each cluster. Unless specifically noted in the "Cluster Discussion Dates" portion of the Meeting Information header, cluster discussion dates will default to the length of the entire DISCUSSION phase.



    - **SRO/ESA** provides input only when needed on Discussion Forum, and the SRO can edit posts
    - **SRO/ESA** assigns “Application Chair” per application basis if Meeting Chair has Conflict with an application
    - **SRO/ESA** makes a change to meeting procedures – SRO/ESA posts a meeting-wide announcement to clarify
    - **SRO/ESA** pauses meeting if necessary
        - If the meeting is placed on Hold, the Meeting Wide Announcements section will display a message with the hold information similar to the one below. Another announcement will be automatically posted when the SRO resumes the meeting.



TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

List of Applications (VM)

To access the list of meetings, click on the **Internet Assisted Review (IAR)** button on the eRA Commons landing page.

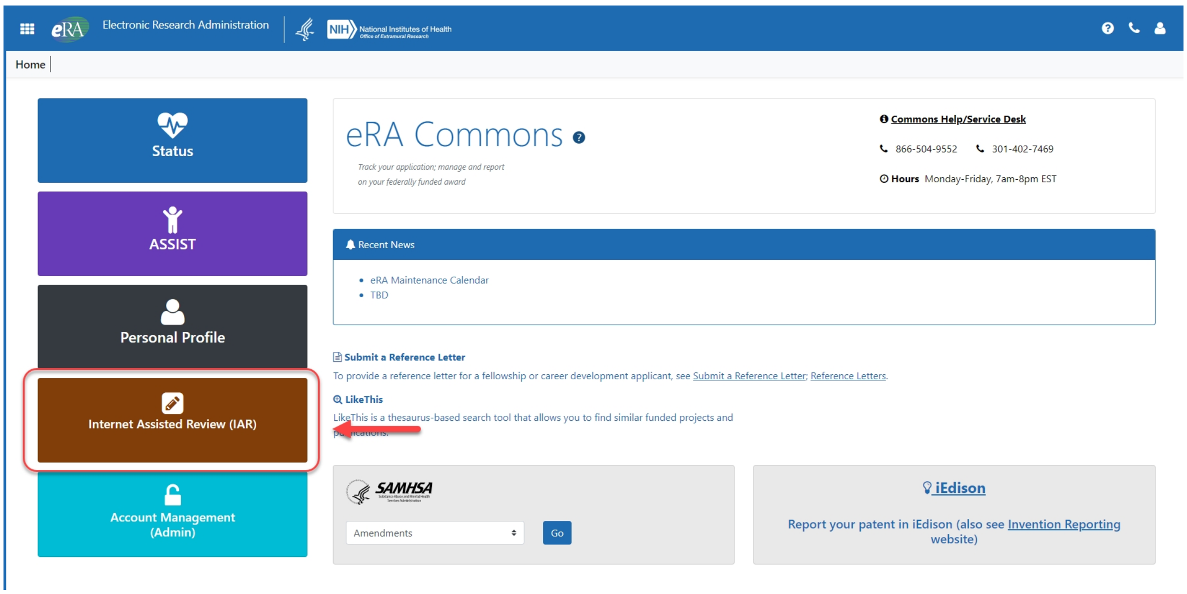


Figure 172: eRA Commons landing page showing the IAR button

You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the drop-down menu.

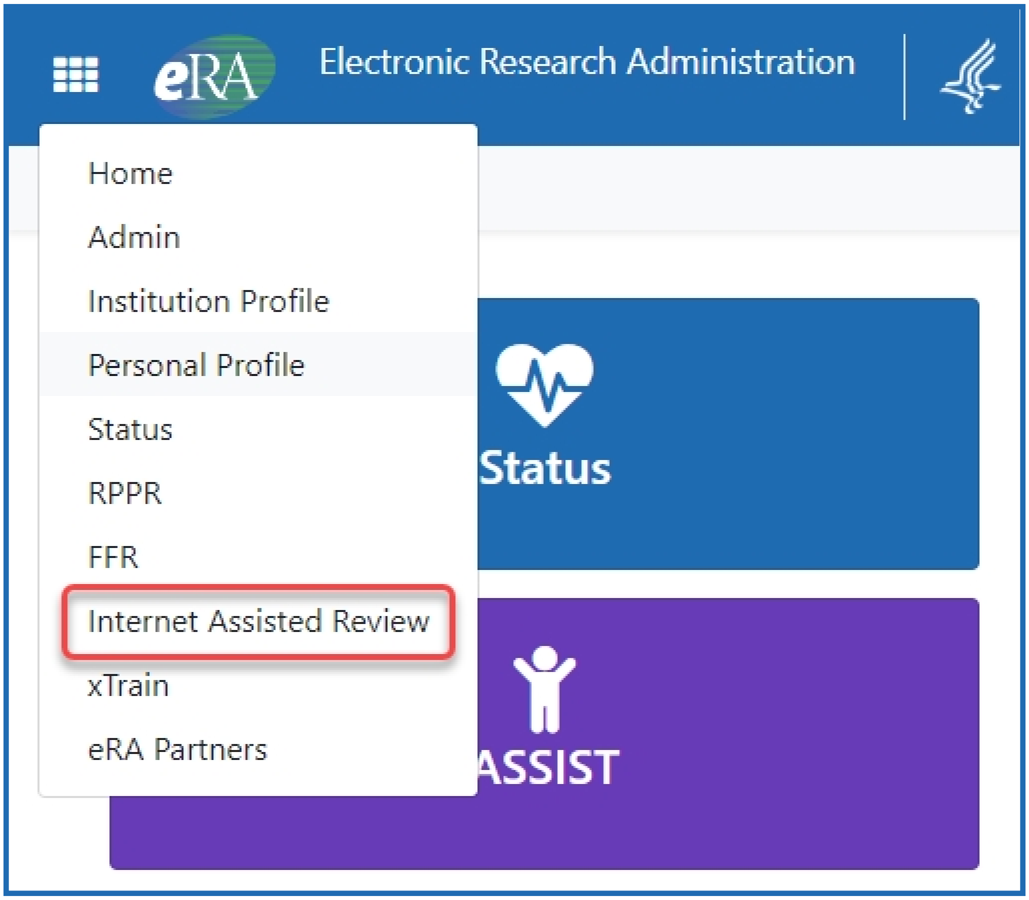


Figure 173: eRA Commons app icon showing the drop-down menu when clicked

Next, click on the three-dot ellipses icon on the Meeting column and select **View List of Applications** from the menu.

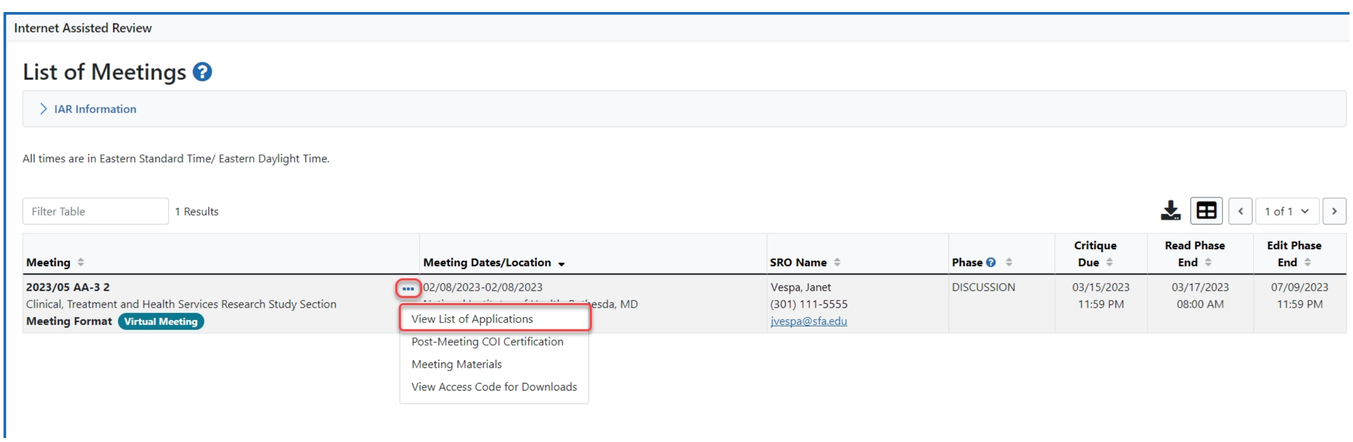
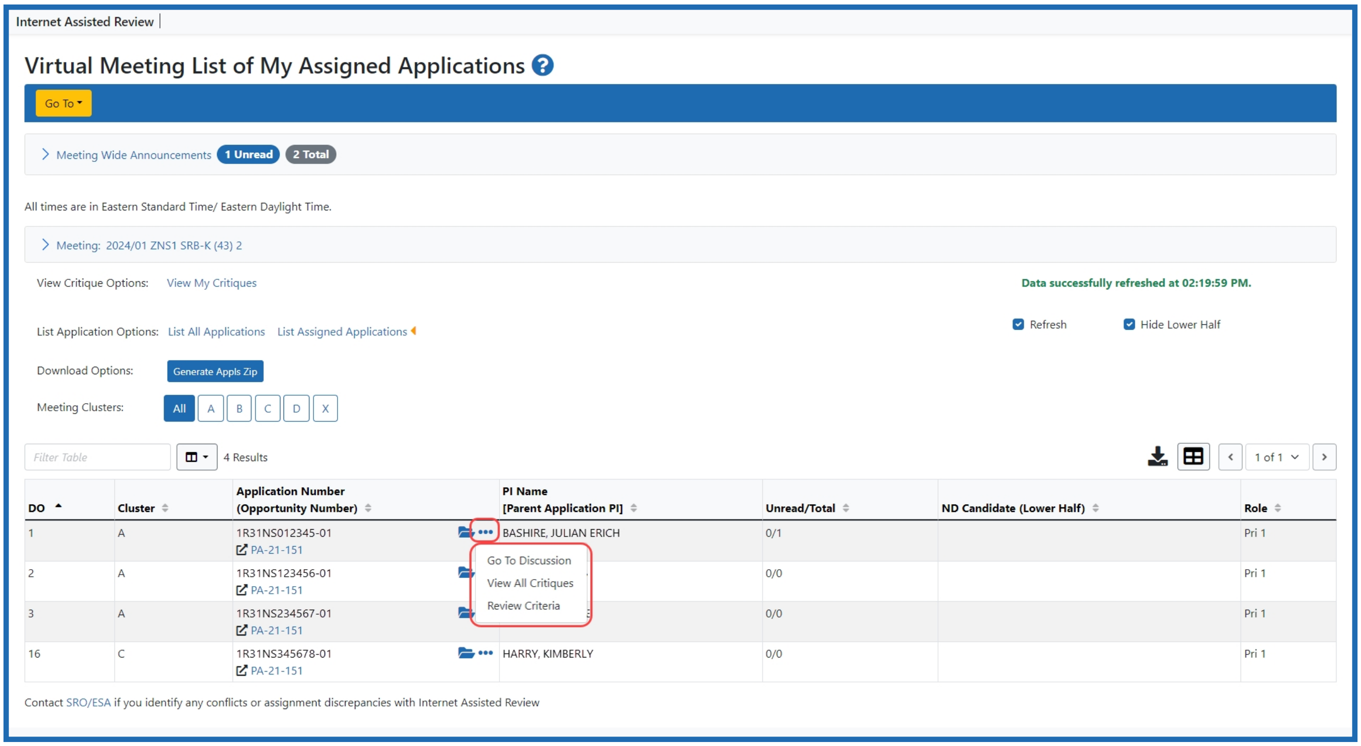


Figure 174: View List of Applications link by clicking the three-dot ellipses icon from the List of Meetings screen

NOTE: Virtual Meeting List of Applications (*My Assigned* or *All*) is only visible during INTRODUCTION and DISCUSSION phases. During the traditional IAR phases, reviewers see the traditional *List of Applications* screen. During Virtual Meeting-specific phases the traditional *List of Applications* screen is not be accessible.

For Virtual Meeting, reviewers may choose to list only the applications to which they have been assigned or they may choose to list all applications. The following sections are available;



1. **Information Bar**

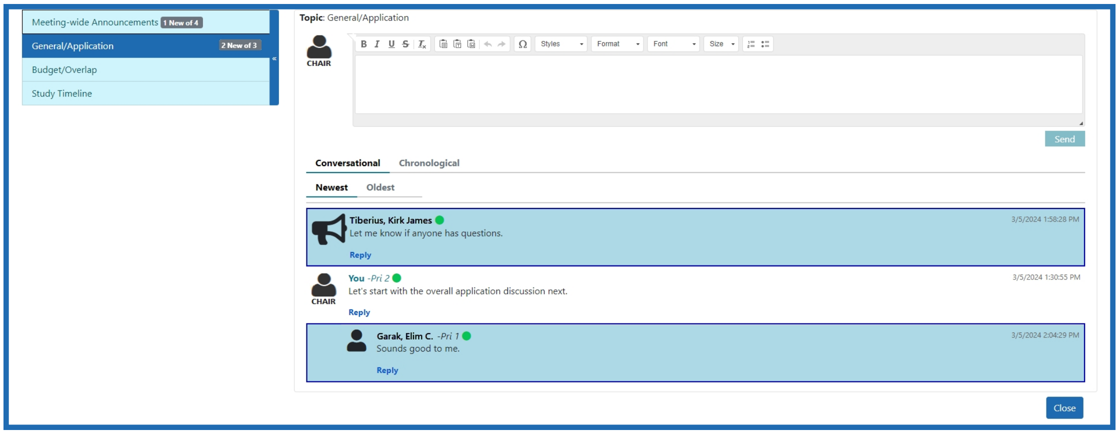
   This bar contains the **Go To:** menu as well as the meeting identifier.

2. **Meeting Information** (collapsible section)

   Included here are the Meeting Title, Identifier, Phase, and Dates. The SRO*, Work-group (if applicable), and the Critique Due date are also included.

3. **Announcements** (collapsible section)

   If the SRO/ESA has posted messages for the reviewer, they will be located in this section. The right side of this bar will show the total of unread messages out of the total number. The messages are automatically refreshed every three minutes. New messages are show in a field of blue and the total of unread will drop to "0" once the announcements are open. The new announcement indicator will be removed at the next refresh.



4. **Meeting Status**

   This area will provide the date, time, and status of the meetings. Note that the HOLD status is not removed automatically and may remain after the indicated expiration time if the SRO has not re-enabled the meeting.

5. **Links to Critiques**

   The links to critiques are the same as those for face-to-face meetings. Please see the **Viewing Critiques** section for additional information.

   Once a reviewer has submitted their own critiques for an application, the "View All Critiques" link will appear in the **Documents** column for that application.

6. **List Options**

   The reviewer may select to list only the applications they have been assigned (default) or they may choose to list of the applications for the meeting. The orange triangle icon ( ) will indicate which list is being viewed.

7. **Table of applications**
    - Above this table is the time of the last data refresh. A manual refresh can also be done by un-checking and then re-checking the "Refresh" option located above the meeting table.
    - The lower half of the set of applications can be hidden/unhidden by toggling the "Lower Half" check box under the last refresh time at the top of the table.
    - Meeting Clusters are listed above the left side of the table and allow the list to be filtered by selecting a cluster or All applications in the meeting. When there are no clusters, only the "All" option will be visible.
    - The first four columns of the table are sortable by that column header and the current sort column is identified by an orange triangle ( ). The column headers are: (click each header name for more
    - information)
        - **Review Order/DO**
            - Shows the order in which each application and component will be reviewed. If a Discussion order has been set by the SRO, the column header will be **DO**. If only a Review order or no order has been set, the column header will be **Review Order**.
        - **Cluster**
            - Indicates the cluster containing the application in meetings where the SRO has created clusters.
        - **Application Number**
            - This column will show the application number, component, and funding opportunity number.
            - Available actions are found by clicking the three-dot ellipsis icon. The options shown depend on the status of the application and the options set by the SRO. The actions include **Go To Discussion**, **View All Critiques**, and **Review Criteria**. If **Go To Discussion** is selected, the *Virtual Meeting Discussion Board* page for that application will open. If the SRO has allowed it, and the meeting is in the proper stage, "lower half" applications will have the **Rescue Application** option and may be "rescued" so that they are available to be discussed. The "*Hide Lower Half*" check-box above the table will need to be de-selected in order to view the applications that may be rescued.

- **PI Name**
  - The Lead PI for the application
- **Unread/Total**
  - This shows the number of discussions comments that are unread out of the total number of discussion comments.
- **ND Candidate (Lower Half)**
  - If the "Hide Lower Half" check box above the table is not checked, this column will show all applications in the meeting and the meetings that are in the lower half will have a "Y" in that column.
- **Documents**
  - If available, links will be available here for any applicable documents related to that application. Clicking on these links will open in a new window or tab or they will be downloaded for review.
- **Role**
  - The values in the column reflect the role of the logged-in reviewer for each application.

NOTE: Below the table of applications is a link to allow the SRO/ESA to be contacted in situations where any conflict or assignment issues are noticed with IAR.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Application Chair

As in traditional review meetings, the Meeting Chair serves as the moderator of the discussion of scientific and technical merit of the applications being reviewed. The Meeting Chair is also a peer reviewer for the meeting.

In situations where the chairperson has a conflict on an application, the SRO* will assign an Application Chair role to another reviewer for that application.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

For Virtual Meetings, the Chair is able to perform the following tasks in support of their role: [future]

Pausing the Meeting [future]

VM Discussion Forum [future]

Rescue Applications

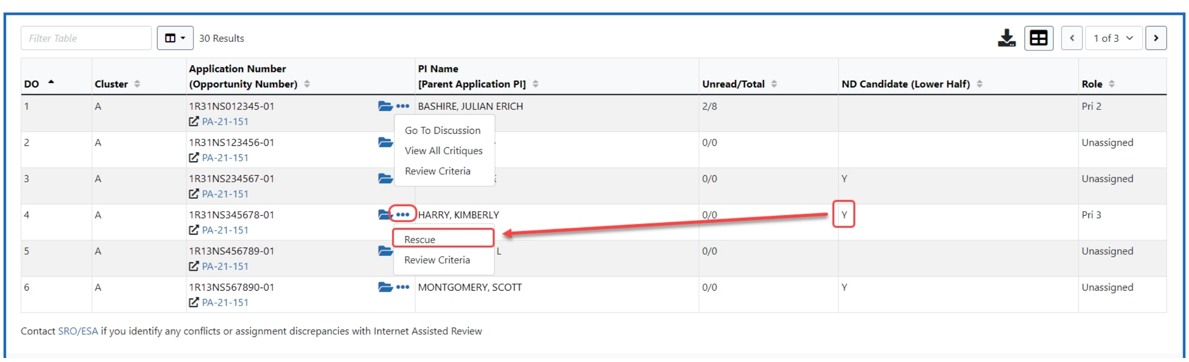
Applications that are in the lower half will have a "Y" in the **ND Candidate (Lower Half)** column of the *Virtual Meeting List of Applications* page.

NOTE: If you are not assigned the lower half application which you wish to rescue, you will need to click on the "*List All Applications*" link in order to see it.

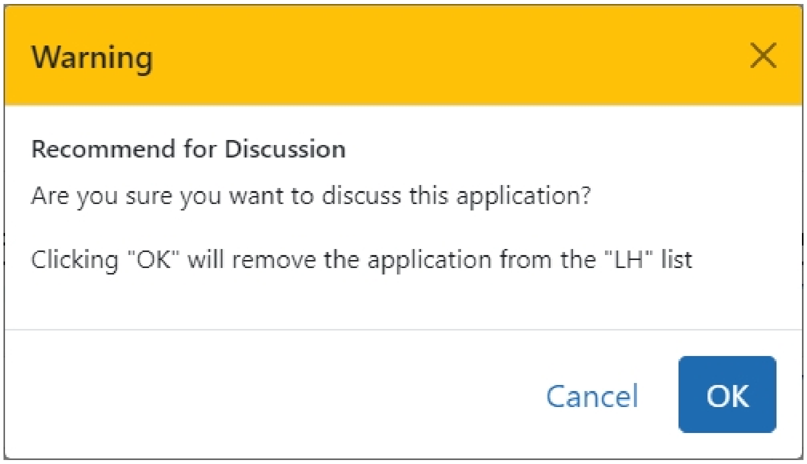
During the INTRODUCTION Phase, these applications can be rescued to be included in the DISCUSSION Phase.

If the SRO* has set the appropriate option, this action can also be taken during the DISCUSSION Phase.

For these applications, instead of seeing the **Go To Application** button in the ***Discussion [Rescue or go to Discussion]*** column, you will see a **Rescue** button instead.



If the **Rescue** button is clicked, a warning message will be displayed to confirm that you wish to remove this application from the Lower Half list.



Clicking **OK** will then move that application out of the Lower Half so that it can be discussed.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

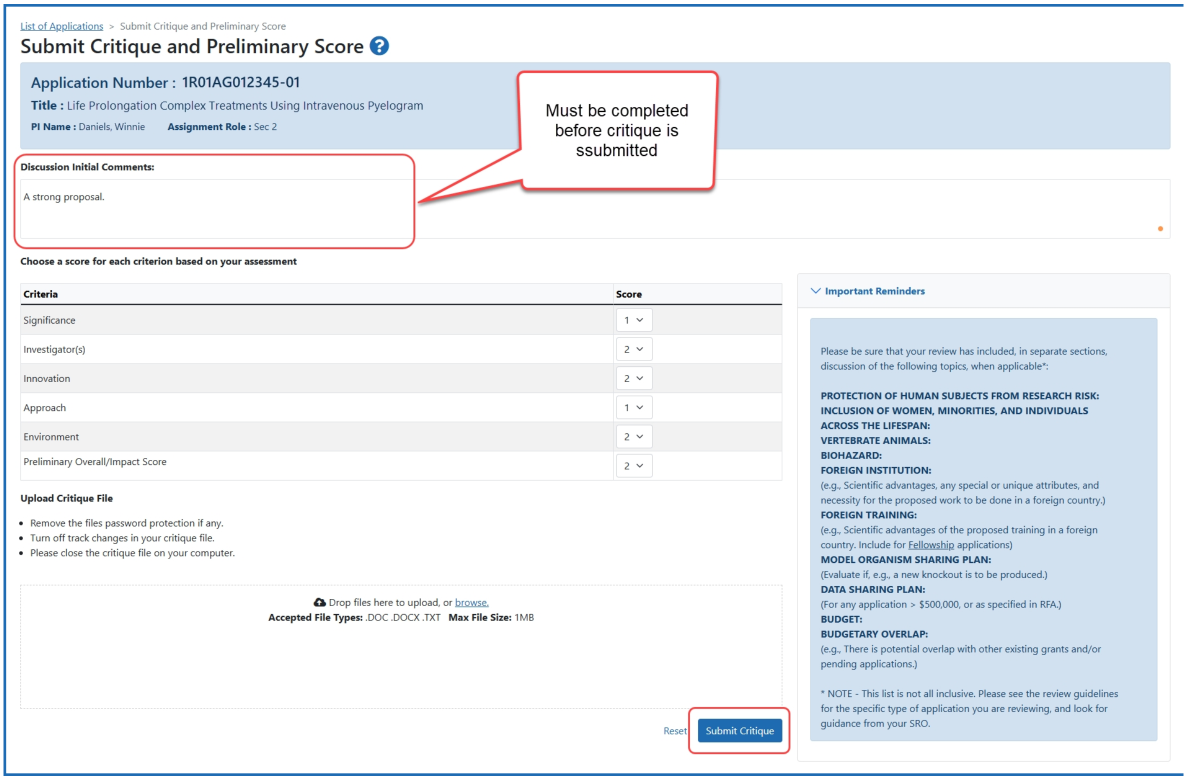
Scoring

Preliminary Scores

The process for entering "Preliminary Scores" remains the same as with traditional meetings. However, there is an additional "**Discussion Initial Comments**" text box in the **Submit Critiques and Scores** page for Virtual Meeting applications. This is where reviewers have the option to provide comments to help to initiate discussion of the application prior to the start of the DISCUSSION phase. These comments can be submitted when the reviewer submits their critique as well as during the READ phase. During the READ phase, the "*Initial Comments*" link will appear in the **Action** column to facilitate this process. All other fields on the screen, other than the "Discussion Initial Comments" text box, will be disabled.

To access the **Submit Critiques and Scores** page, click on the "*Submit*" (or *Initial Comments*) link in the **Role/Score/Actions** column of the **List of Applications** page. The

Discussion Initial Comments box will be under the application information. Enter any comments, provide preliminary scores, attach the critique file, and then click on the **Submit** button.

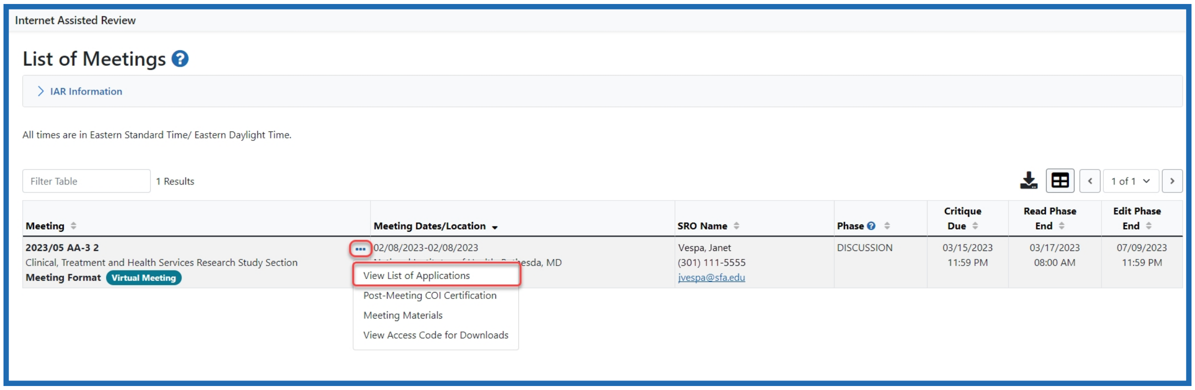


Discussion Scores

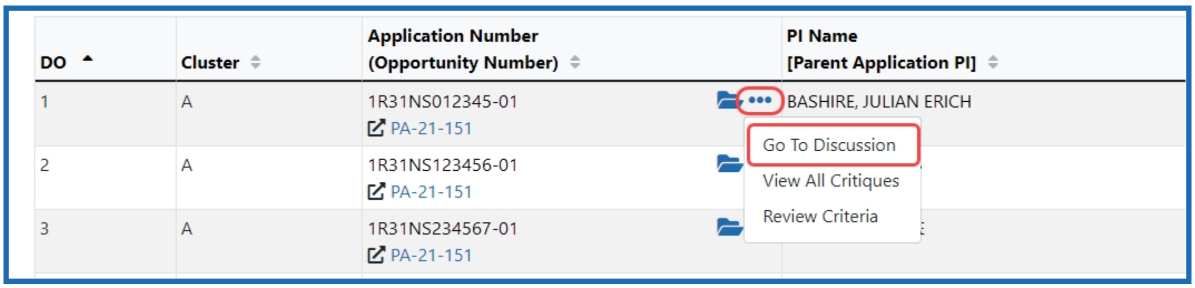
For Virtual Meetings, reviewers will provide discussion scores on the main *Virtual Meeting Discussion Dashboard* screen. These are numeric scores that the reviewers use to indicate current enthusiasm for the application. They are informative only and carry no weight in the final scoring. Reviewers may update their discussion score multiple times throughout the DISCUSSION phase.

The general scoring process for Virtual Meetings remains the same as it is for face-to-face meetings. (see the Submitting Critiques and Scores section for more detail on standard scoring)

To access the *VM Discussion Dashboard* and provide a score, click on the *View List of Applications* link from the list of meetings.

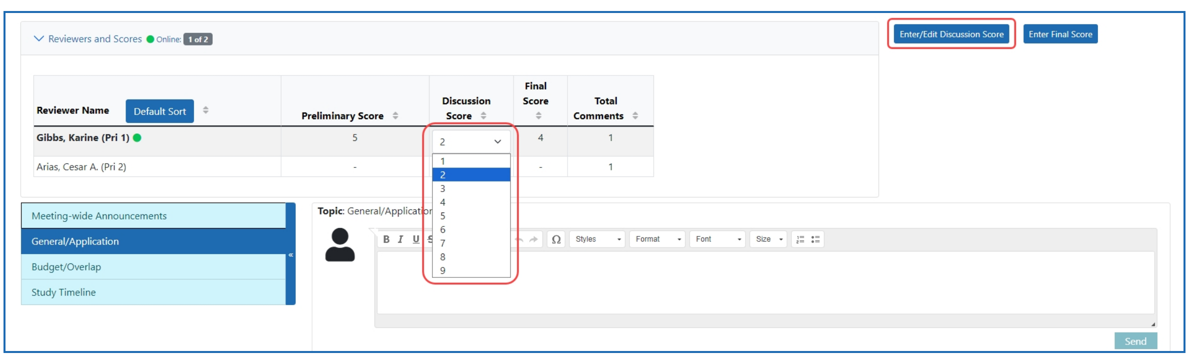


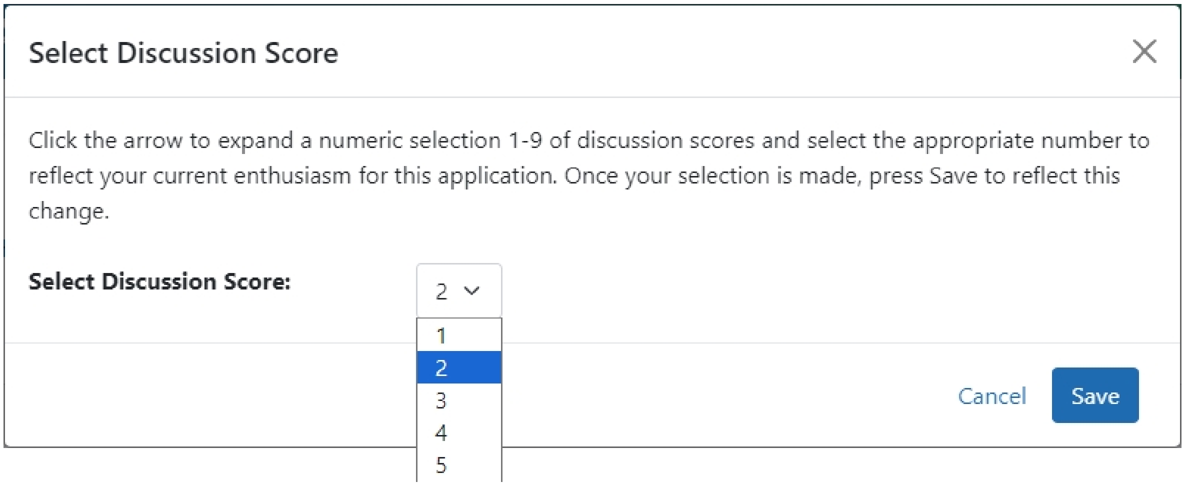
From the **View List of Applications** page, click on the three-dot ellipsis icon and select the **Go To Discussion** option from the menu to go to the **Discussion Board** page for that application.



On the *VM Discussion Dashboard* page, in the *Reviewers and Scores* section, there will be an **Enter/Edit Discussion Score** button in the title bar. Clicking on this button will open a pop-up window to allow the reviewer to record their score.

If a score has already been entered, it can be edited directly in the **Discussion Score** field. This may be desired after additional discussion comments are reviewed.

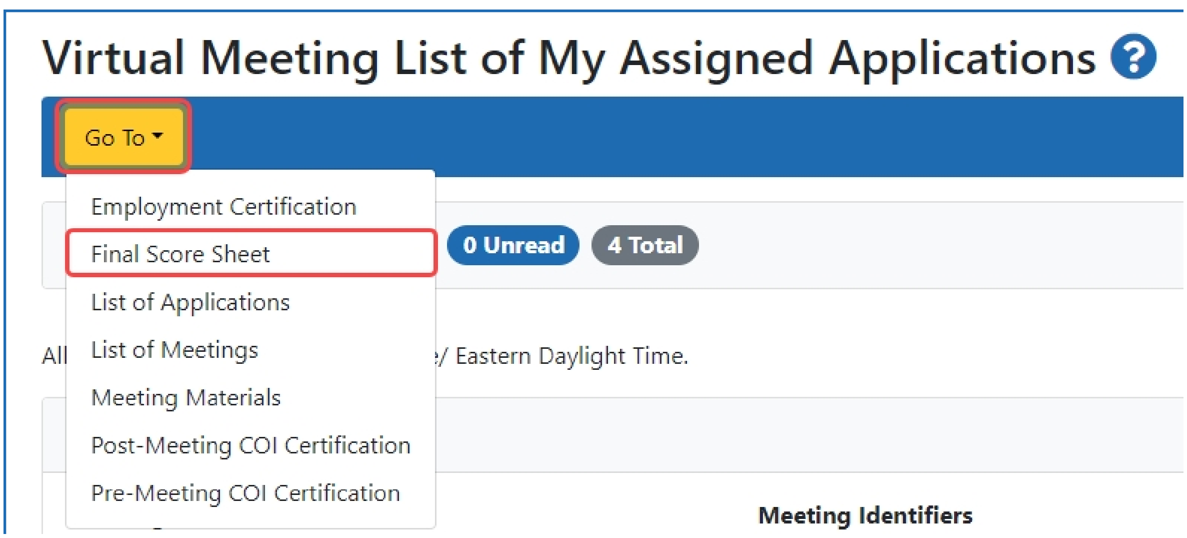




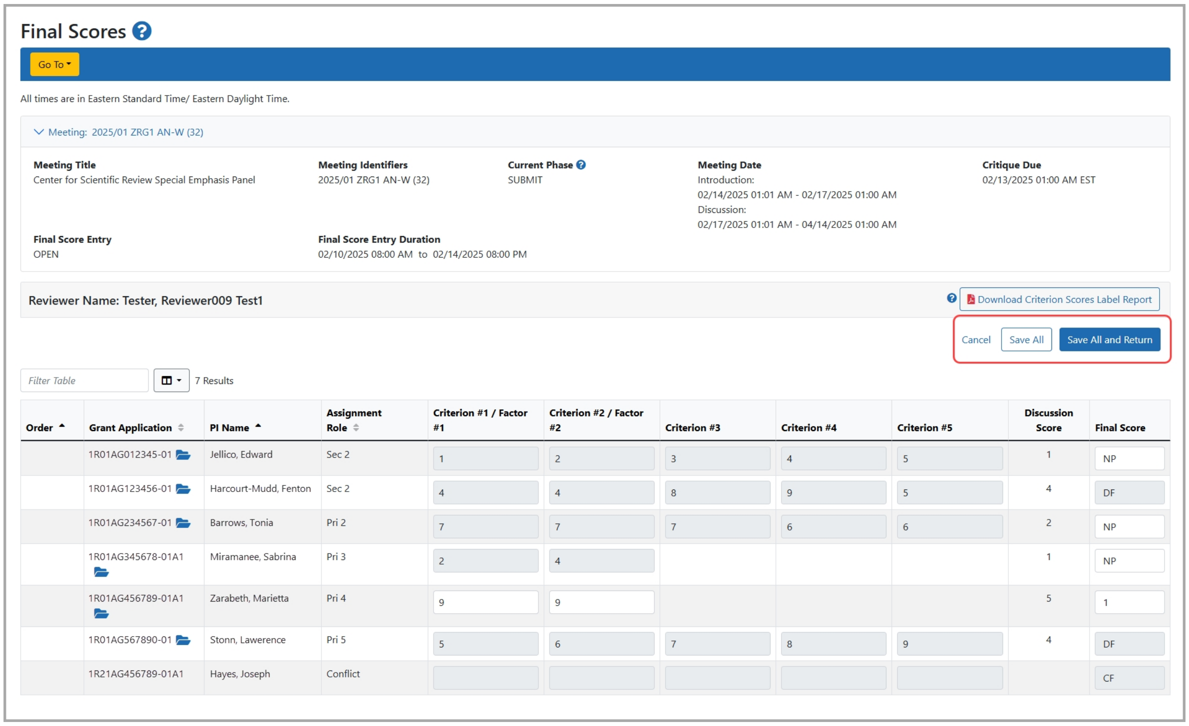
Once the score has been selected and the **Save** button is clicked, the reviewer will be taken back to the *VM Discussion Dashboard* page for that application.

Final Scores

The Final Score Sheet may be accessed via the **Go To:** drop-down menu from the **Virtual Meeting List of [All/My] Applications** screen.

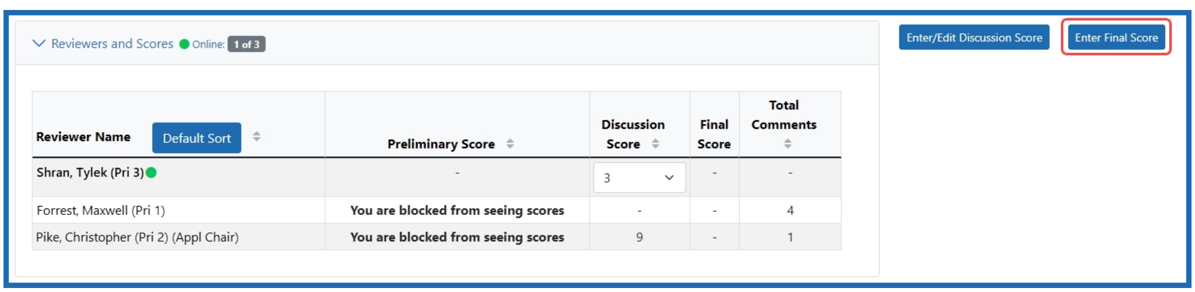


Choosing the *Final Score Sheet* from the **Go To:** menu will open the *Final Score Sheet* screen which will list all of the applications in that meeting and provide fields for the Criterion Scores as well as the Final Scores.

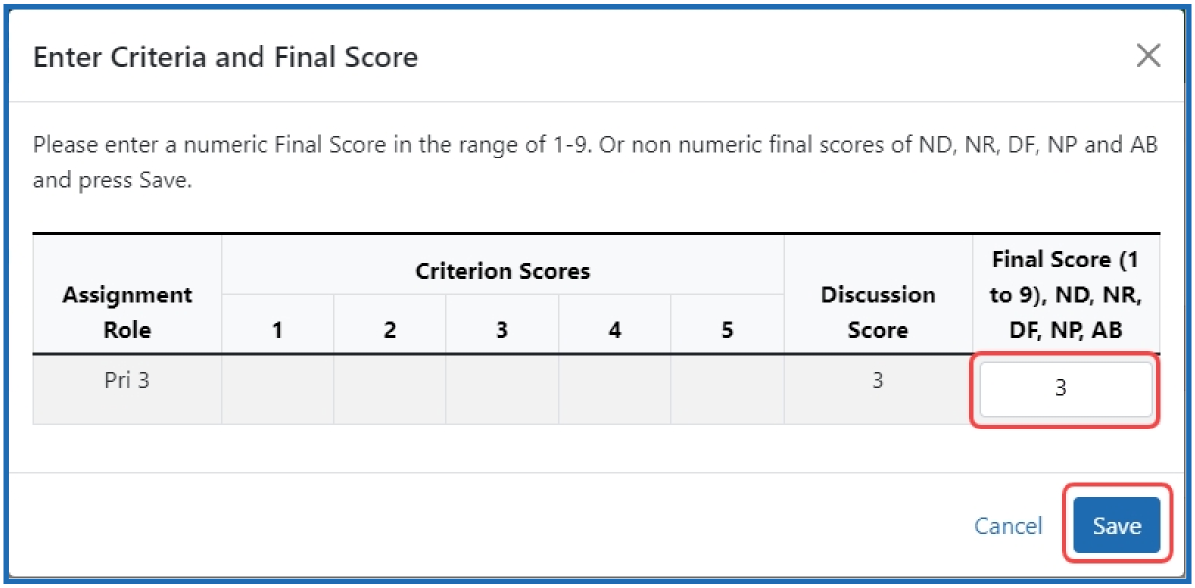


After scores are entered, the reviewer has the option to use the *Save All* link in the **Action** column or the equivalent button at the bottom of the sheet. Additionally, the reviewer may choose the **Save All and Return** button to go to the previous page or the **Cancel** button to make no changes and return to the previous page.

For individual applications, the **Virtual Meeting Discussion Dashboard** screen has an **Enter Final Score** button in the Reviewers and Scores section which opens up a pop-up screen for entering criteria and final scores for this application only.



If the **Enter Final Score** button is clicked, a pop-up window will open allowing entry of the Final score for that one application. Click the **Save** button to save the score.



VM Meeting Discussion Dashboard

In order to access the *Virtual Meeting Discussion Dashboard;*

- To access the list of meetings, click on the **Internet Assisted Review (IAR)**button on the eRA Commons landing page.

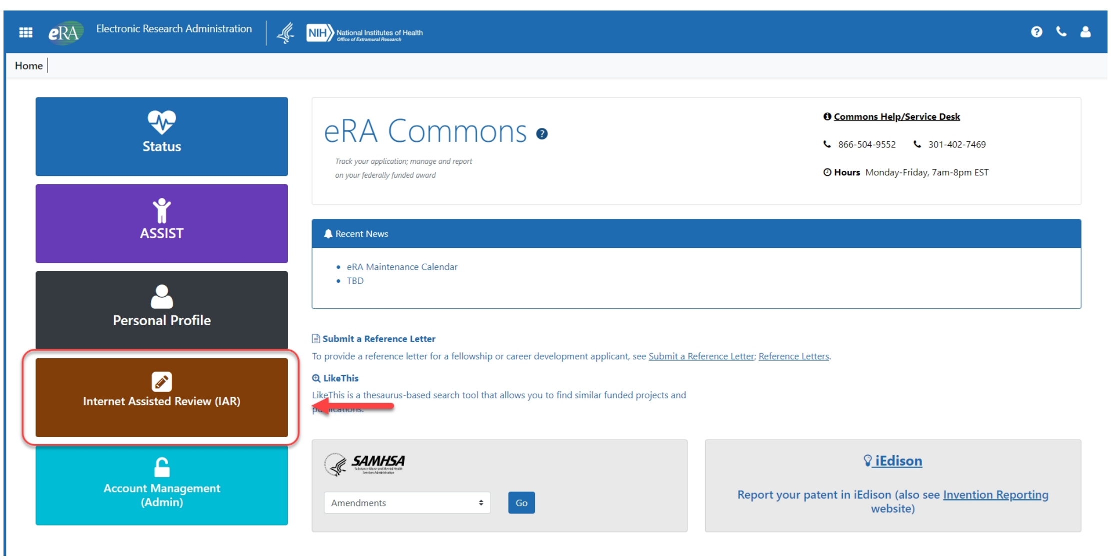


Figure 175: eRA Commons landing page showing the IAR button

You can also access IAR from the apps icon in the upper left corner and selecting Internet Assisted Review from the drop-down menu.

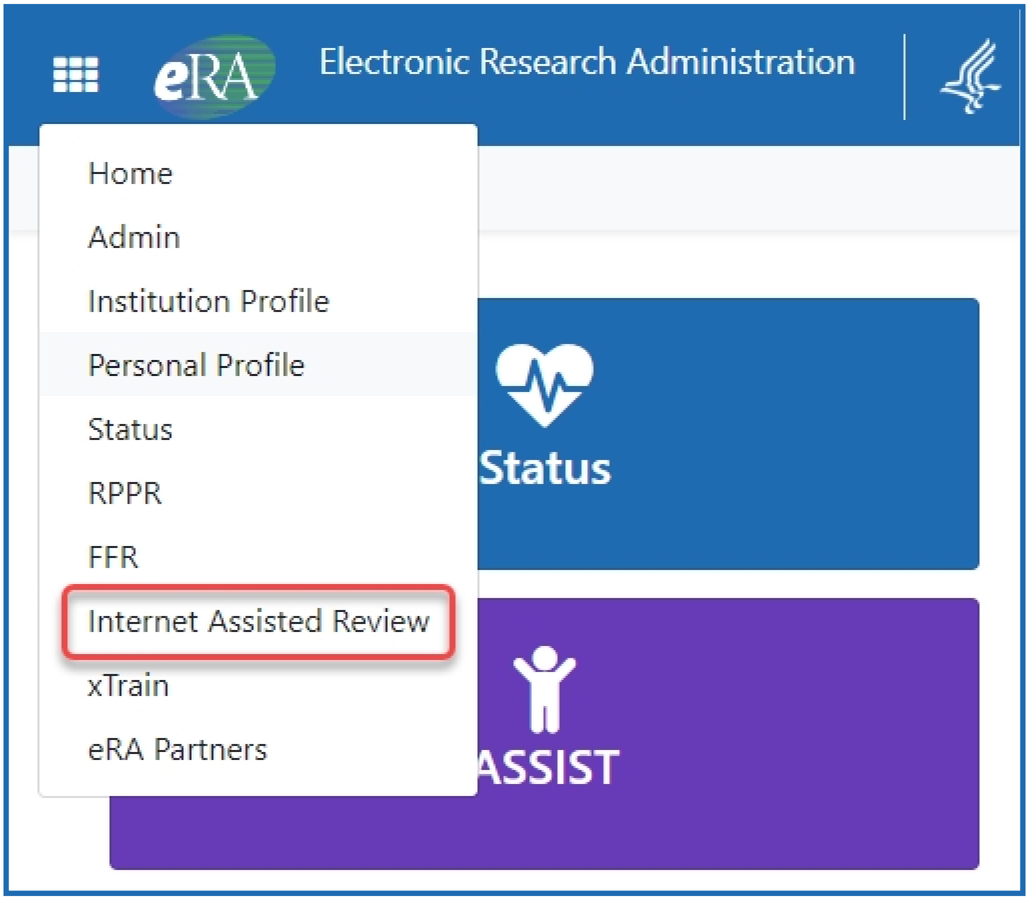


Figure 176: eRA Commons app icon showing the drop-down menu when clicked

- This action will open the **List of Meetings** page where you will see meetings that you have been assigned to by the SRO*. click on the three-dot ellipses icon on the Meeting column and select **View List of Applications** from the menu.

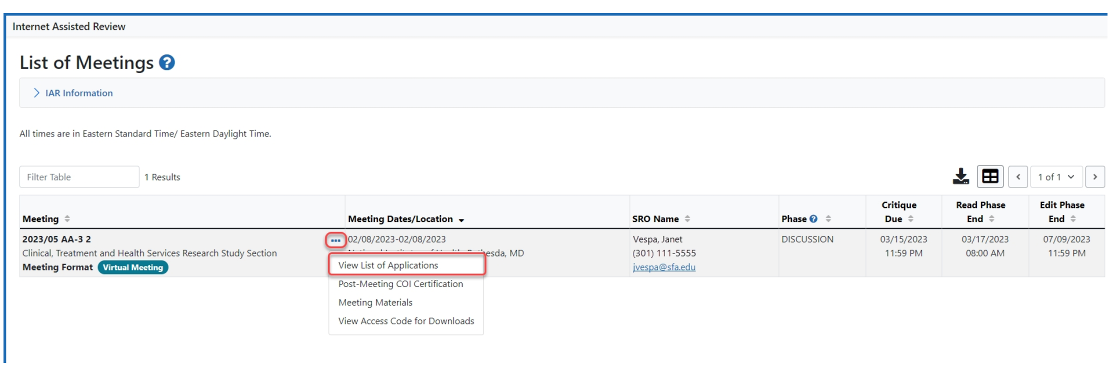
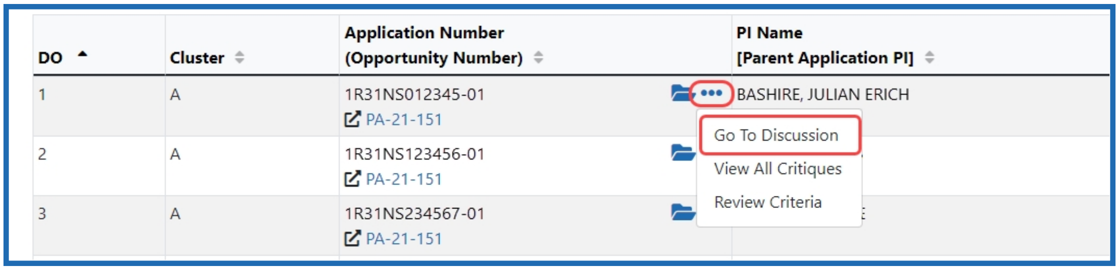


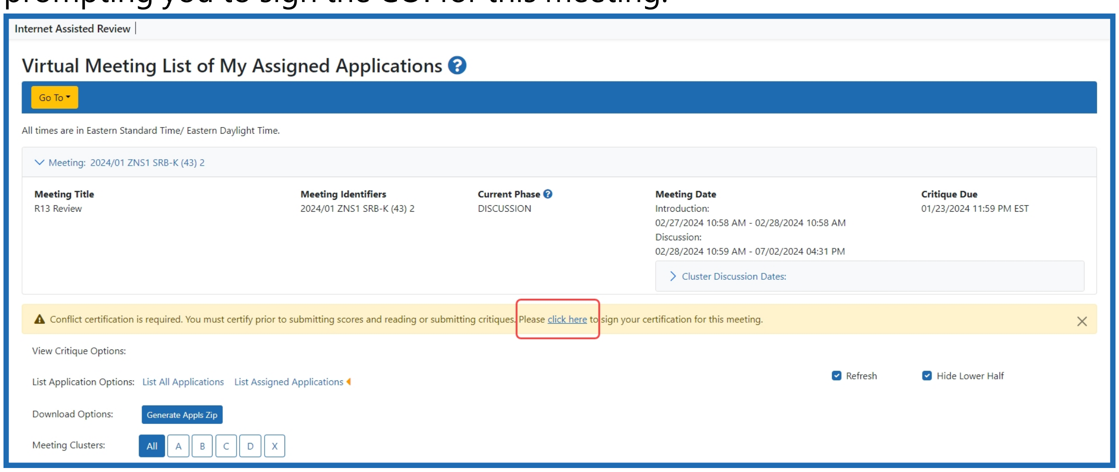
Figure 177: View List of Applications link by clicking the three-dot ellipses icon from the List of Meetings screen

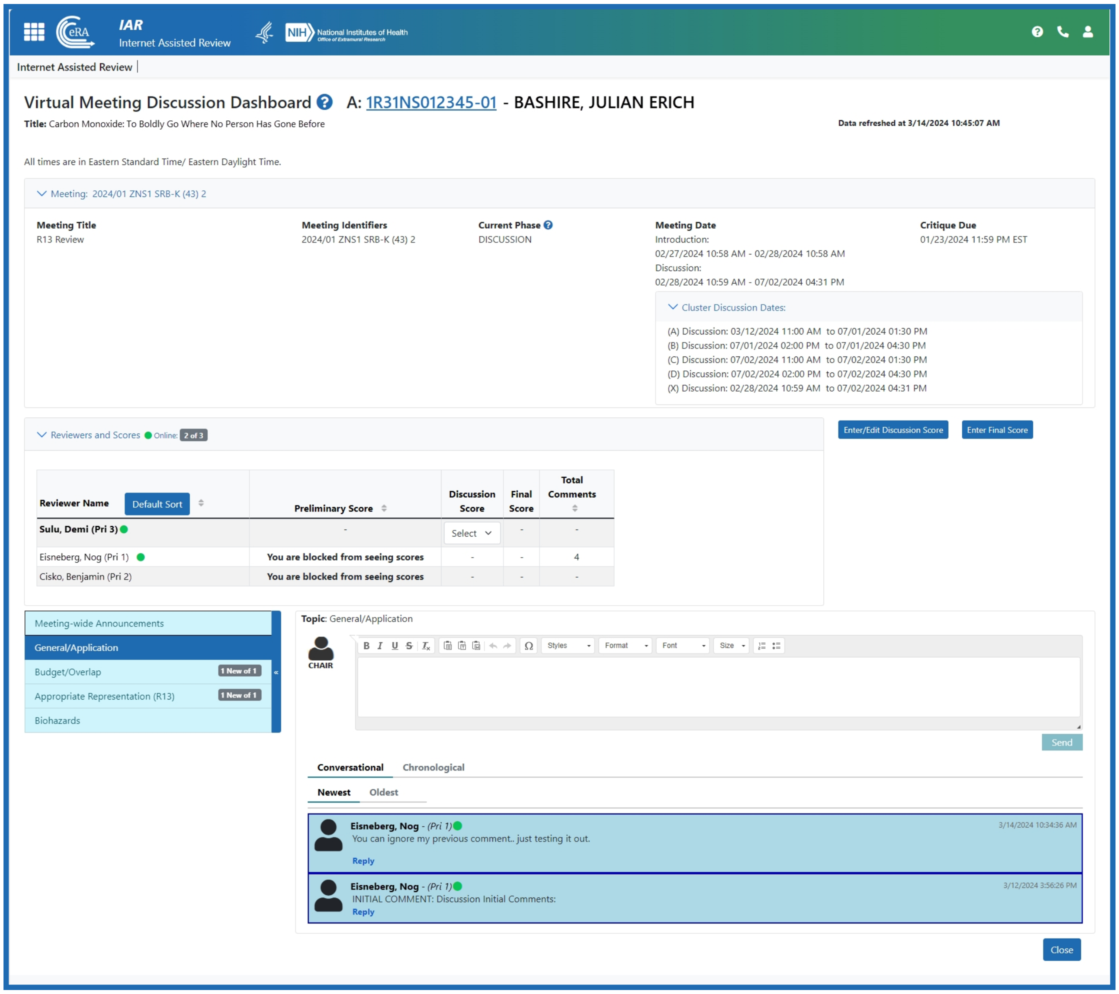
- From the **View List of Applications** screen, in the list of applications at the bottom, click on the three-dot ellipsis icon and from the menu, select **Go To Discussion** in the **Application Number** column.



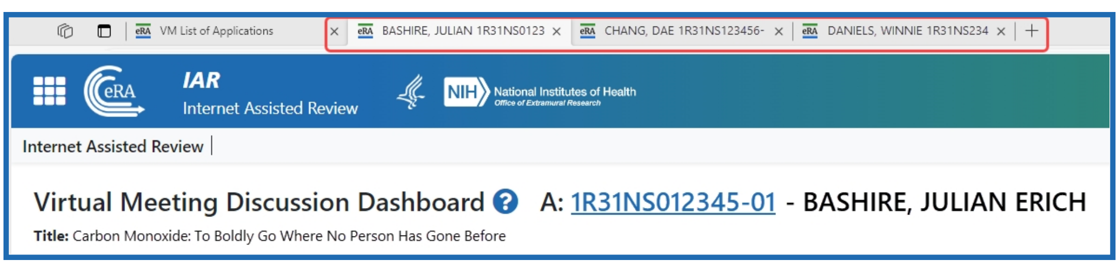
NOTE: This button will only be enabled when an application is eligible for discussion either during the DISCUSSION phase or during the specific Cluster DISCUSSION phase (if set).

NOTE: When accessing the *Virtual Meeting Discussion Dashboard* directly from the URL for the meeting, a check is performed to ensure COI certification. If you have not completed the COI certification, an alert message will be displayed with a link prompting you to sign the COI for this meeting.



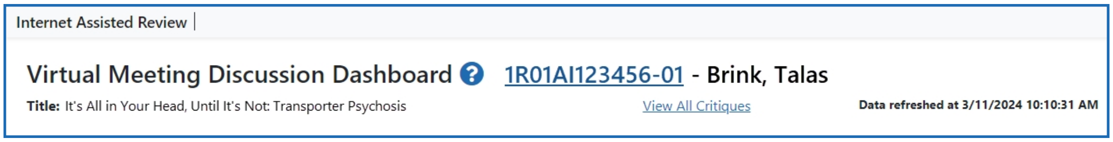


The *Virtual Meeting Discussion Dashboard* screens will open in separate tabs or windows (depending on browser settings) for each application. The tabs will show the name of the PI (last, first) and the first part of the application number as space permits.

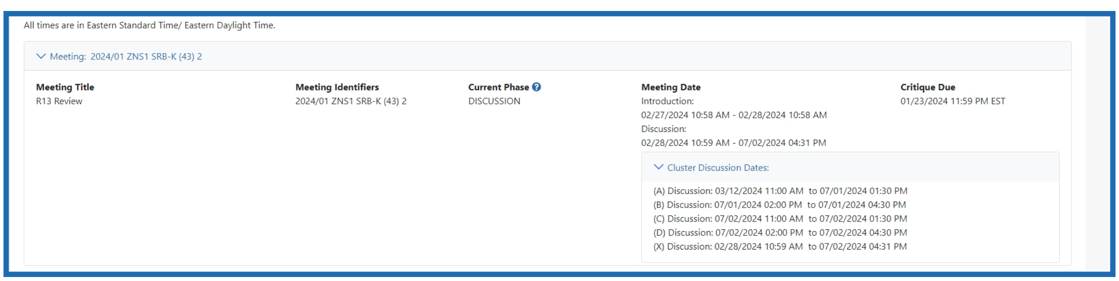


Once on the *Virtual Meeting Discussion Dashboard* screen, you will see the following sections:

1. **Header -** The top of the screen contains:
    - The cluster that the application is in (if clusters have been created)
    - The application number which is linked to its Grant Folder page.
    - The PI name
    - The title of the application
    - Links to view critiques
    - The date and time that the screen was last refreshed.



2. **Meeting Information -** This section has the following details:
    - Meeting Title
    - The name of the SRO
    - Meeting Identifier
    - Workgroup
    - Meeting Phase
    - Critiques Due date
    - Meeting Dates
    - **Cluster Discussion Dates** (*conditional*) - Shows the list of clusters and their beginning and ending dates and times. If no clusters have been created, this sub-section will not appear.



3. **Reviewers and Scores -** This section contains:
    - An indicator of the number of reviewers currently online. This will display a green circle [ ] and a count of the number of reviewers currently online out of the total number of reviewers. If the reviewer appears to be idle for 20 minutes, the indicator will disappear.

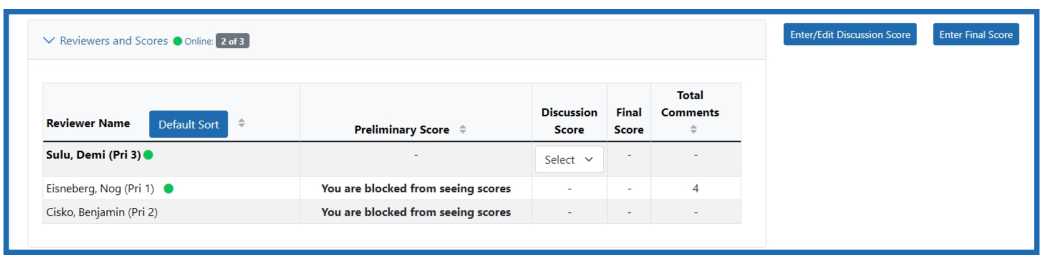
- **Enter/Edit Discussion Score** button - New scores may be entered and existing scores may be changed. Existing scores can be edited directly in the Discussion Score field. This can be done multiple times throughout the DISCUSSION phase as additional discussion comments are reviewed.

TIP: Existing discussion scores may be edited directly in the **Discussion Score** field.

- **Enter Final Score** button *if* final scoring has been enabled in the Discussion Phase.
- The names of assigned reviewers as well as other reviewers who have either posted comments or discussion scores. Names post to this list as reviewers and observers score or comment on the application.

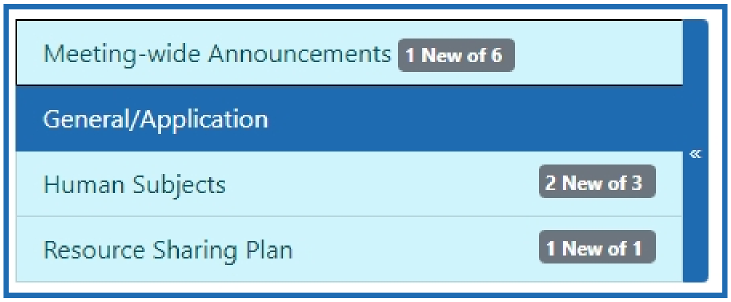
NOTE: By *default*, the list is sorted alphabetically by the last name of the assigned reviewers first and then by unassigned reviewers. If the sort is changed by the user, the **Default Sort** button can be clicked to reset it.

- The Preliminary, Discussion, and Final Scores submitted to date.
- The total number of comments submitted by each reviewer.

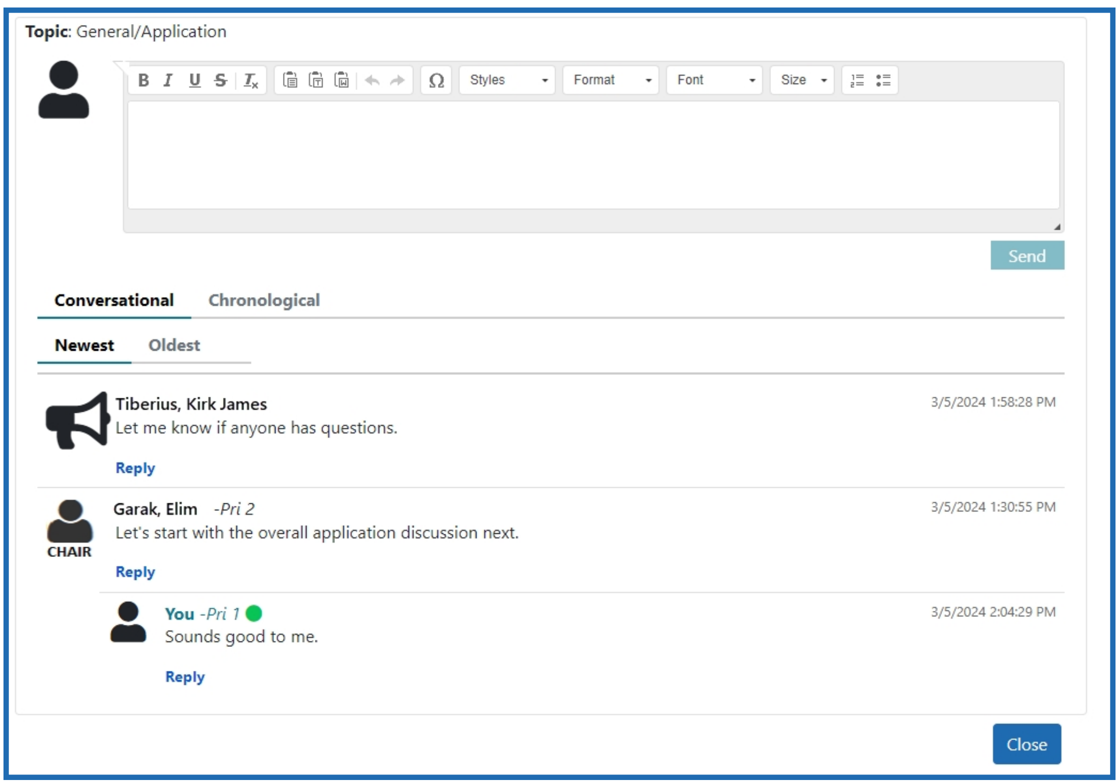


4. **Left Navigation** - This area will list the message categories beginning with "Meeting-wide Announcements" from the SRO. These are characteristics of this area:
   - It will scroll up and down as the user scrolls on the page and is always in view.
   - When there are new or edited messages, an indicator in each topic area will alert the user to the total number of announcements/messages for that topic and the number of unread messages which are indicated as "New".
   - Click on the title of a topic to see the announcements/messages related to that topic.

- To collapse this tool, click on the blue bar on the right with the left-pointing double carats. The navigation tool will collapse to the left margin.



5. **Announcements & Comments section** - Announcements published by the SRO and comments made by reviewers will be displayed here depending on the topic selected in the Left Navigation. The messages may be displayed as conversations or chronologically and online reviewers or SROs will be indicated with the green circle icon [ ].



TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

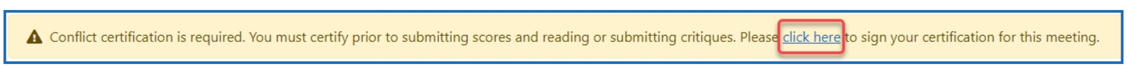
Certifying Conflicts of Interest

The electronic Conflict of Interest (eCOI) forms are certified via IAR from the *List of Meetings* screen for the particular meeting. There is a pre-meeting eCOI certification as well as a post-meeting eCOI certification (to be certified after the meeting has ended).

Pre-and-post-meeting conflict of interest (COI) certification by reviewers is performed in the Internet Assisted Review (IAR) module. Paper certifications are no longer supported.

Certifying both the pre-meeting COI certification and the post-meeting COI certifications is essential to ensuring that the NIH peer review process is fair, impartial and conducted with integrity. The certifications must be completed electronically whether or not there is a conflict.

If an attempt is made to submit critiques, criterion scores, and preliminary overall impact score before the pre-meeting COI certification, the reviewer will see an alert on the *Submit Critiques and Preliminary Score*screen. Similar alerts will be seen on the *List of All Applications* screen and the *Final Score Sheet* screens. The reviewer should click the '**click here**' link in the alert pop-up to access the pre-meeting COI certification.



The alert will also be displayed if a re-certification is needed in these scenarios:

- If an additional conflict is discovered before the meeting
- If the meeting date changes and previous certifications reflect the prior meeting date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa
- If the meeting agenda has changed from grants to contracts or vice versa

NOTE: Non-NIH reviews might use a different COI certification. Reviewers should contact the SRO* of the meeting if the electronic COI link is not available in IAR.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Pre-Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://www.grants.nih.gov/grants/peer/peer_coi.htm.

Reviewers certify the *Pre-Meeting Certification* before participating in the review meeting. The purpose of the certification is to confirm that the reviewer will not participate in discussions surrounding applications with which that reviewer is in conflict.

Reviewers must certify their pre-meeting COI certification early in the process. **If reviewers do not certify the pre-meeting COI certification, they will not be able to submit critiques, criterion scores and preliminary/overall impact scores in IAR.** They will also not be able to view critiques submitted by other reviewers.

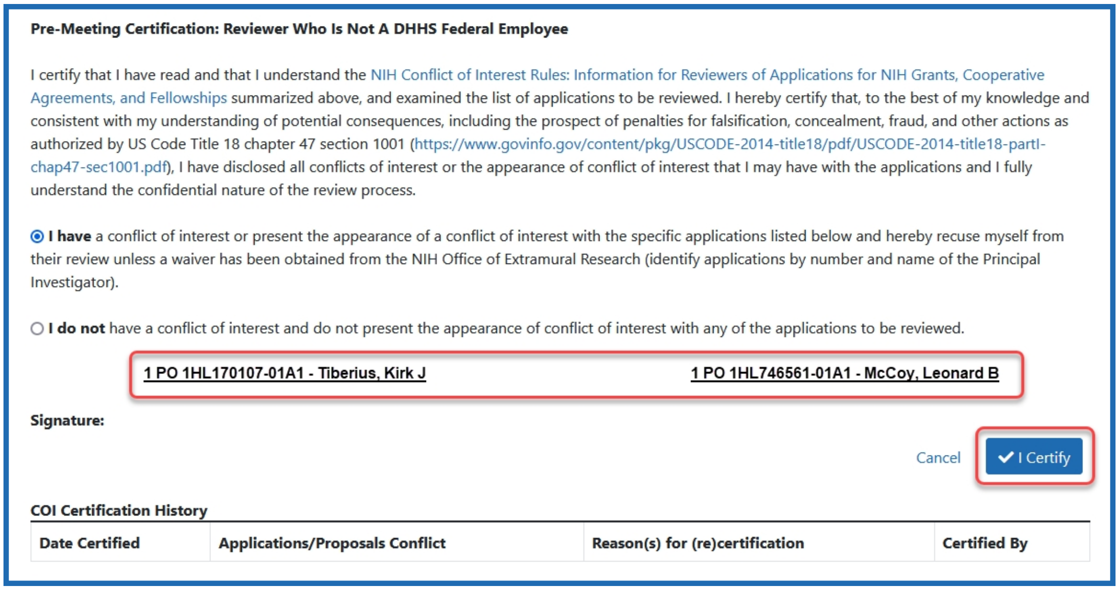
The language of the pre and post meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review and will accordingly display the right text.

Here are the steps to certify the pre-meeting COI before the meeting

To certify the Pre-Meeting COI form:

1. Access the *List of Meetings* screen.
2. Select the **Pre-Meeting COI Certification** by clicking the three-dot ellipses icon and selecting the pre-meeting CIO option from the menu.

   The *Pre-Meeting Certification* displays. Before displaying the screen, IAR checks to see if the reviewer has any conflicts of interest. If conflicts are found, the corresponding applications display in the mid-section of the screen. If no conflicts are found, this section displays the message There are no applications with conflict of interest.



NOTE: The displayed certification differs for reviewers depending on whether they are Federal or non-Federal staff and if the award is a grant or a contract. For examples of the Pre-Meeting Certification screens click on these links:

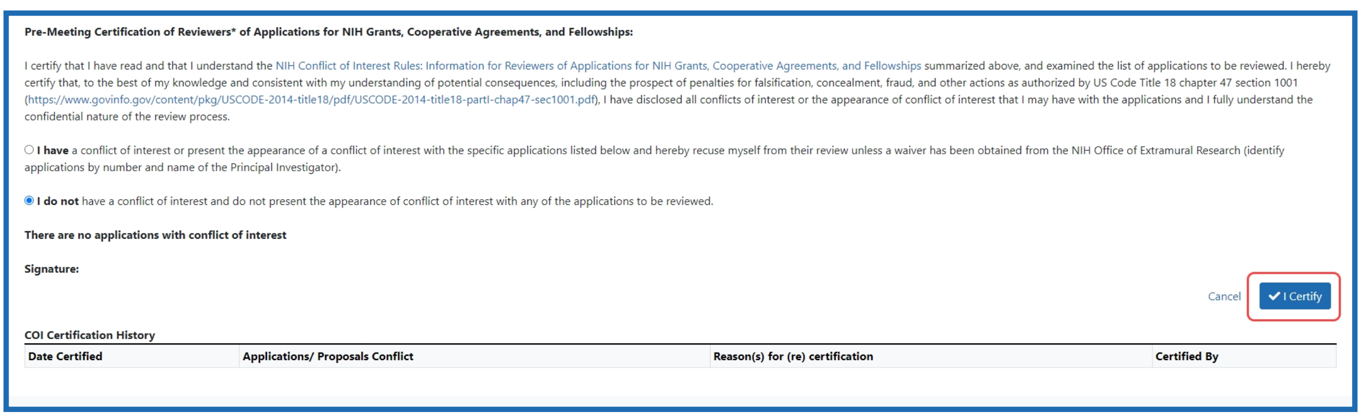
Grants certifications (effective 05/25/2022)

- NIH Conflict of Interest Grants Pre-Review Certification, Non-Federal (05/19/2022)
- NIH Conflict of Interest Grants Pre-Review Certification, Federal (effective 05/19/2022)

Contracts certifications (effective 05/25/2022)

- NIH Conflict of Interest Contract Pre-Review Certification, Non-Federal (05/19/2022)
- NIH Conflict of Interest Contract Pre-Review Certification, Federal (05/19/2022)

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* without certifying the form.
4. *Optional:* Select the **NIH Conflict of Interest Rules** link to read COI certification rules and information. This link displays with a **-Fed** suffix when the reviewer is a federal employee as specified in the Committee Management system. The link displays with a suffix of **Non-Fed** if the reviewer is not a federal employee.
5. Non-Federal Reviewers: Select the radio button appropriate for the meeting:
   - For grant applications:
     - **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the applications to be reviewed
     - **I have** a conflict of interest or present the appearance of a conflict of interest with the specific applications listed below and hereby recuse myself from their review (identify applications by number and name of the Principal Investigator).
   - For contract proposals:
     - **I do not** have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.
     - **I have** a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.
6. Select the **I Certify** button.



NIH PRE-REVIEW CERTIFICATION REGARDING
CONFLICT OF INTEREST FOR **NON-FEDERAL REVIEWERS**
OF APPLICATIONS FOR NIH GRANTS, COOPERATIVE AGREEMENTS, AND FELLOWSHIPS

Reviewer Name: ______________________________ (Lastname, Firstname M)
Address (employment):______________________________
Address Line 1 ______________________________
Address Line 2 ______________________________
City, State Zip Code ______________________________
Scientific Review Group: ______________________________
Date(s) of review: ______________________________

NIH Conflict of Interest Rules:
Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or apparent COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations (42 CFR Part 52h) and presented in detail in NIH Guide Notice NOT-OD-13-010.
- In order to participate in the review meeting, you must:
  - Review the rules below and screen the applications for real or apparent COI for yourself.
  - Notify the Scientific Review Officer *immediately*:
    - If you have a COI that prevents you from serving on that review panel (see below), or
    - If you identify an application with which you have a COI or appearance of COI.
  - Certify:
    - On the *pre-meeting* Conflict of Interest Certification that you have identified any application with which you have a COI or appearance of COI.
    - On the *post-meeting* Conflict of Interest Certification that you recused yourself from the review of any application where your participation constitutes a real or apparent COI. In addition, the NIH may determine that a particular situation involves a COI and require that the potential reviewer not be involved in the review of the application(s) in question.

You may **not** be on the study section if:

- You are named on an application in a **major professional role** (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you, your close family member would receive a direct financial benefit if an application is funded.
- You have a **major professional role** in an application submitted to a Request for Applications (RFA) and the study section will evaluate applications submitted in response to that RFA.

You **may be** on the study section but may not review certain applications, and **must leave the room** when:

- The PD/PI or anyone else on the application with a **major professional role** is from your institution or for multicomponent institutions, from your institutional component.
- You are planning a collaboration with anyone with a **major professional role** on the application.
- Within the past three years, you have published with, have collaborated with, or have been in a mentoring relationship with any person on the application who has a major professional role.
- The application includes a letter of support or reference letter from you.
- The reviewer serves as a member of the advisory board for the project under review.
- You have an indirect financial interest: you will have received more than $10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting institution over the period from one year ago through the end of the proposed project.

You **may be** on the study section and **may review** specific applications if (not considered a COI):

- An application originates from an institution where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than $10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega- multi-authored publication with a person with a major role on the proposed project.

Pre-Meeting Certification: Reviewer Who Is Not A Federal Employee

I certify that I have read and that I understand the NIH Conflict of Interest Rules: Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships, and examined the list of applications to be reviewed. I hereby certify that, to the best of my knowledge and consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (https://www.gpo.gov/fdsys/pkg/USCODE-2011-title18/pdf/USCODE-2011-title18-partI-chap47.pdf), I have disclosed all conflicts of interest that I may have with the applications and I fully understand the confidential nature of the review process.

Signature: ______________________________

Printed name: ______________________________

Electronically signed by ______________________________ [Lastname, Firstname M] via Internet Assisted Review on ______________________________ (Date and Time)

Figure 178: Pre-Meeting Non-Federal COI certification form

When the certification is submitted, IAR performs several system checks to verify the entries. If applications with conflicts are displayed on the screen, but the radio button for no conflict is chosen, a warning message displays indicating that one or more conflicts may exist. Reviewers can either go back (**Go Back** button) and update the selection or choose the **Certify No Conflicts** button to continue.

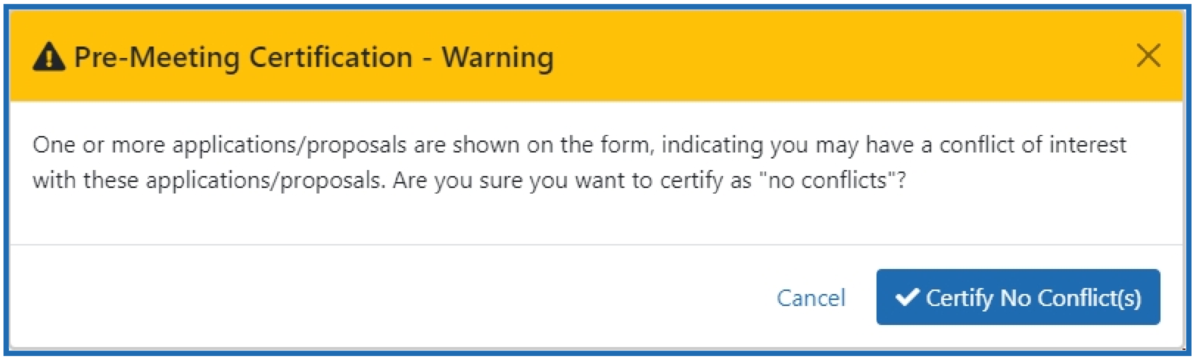


Figure 179: Pre-Meeting Certification - Warning

If the non-federal reviewer has not selected one of the two radio button options but selects the **I Certify** button, a message displays as follows: You must select one of the radio buttons above before certifying.

Other messages may display based on all the business and system rules in place. Review any messages and follow the appropriate steps to resolve the issue.

Federal reviewers do not need to click any radio buttons as they are only required to certify that they comply with their agency's financial disclosure and ethical conduct requirements.

If the certification passes verification, IAR adds the electronic signature of the reviewer with the current date and time.

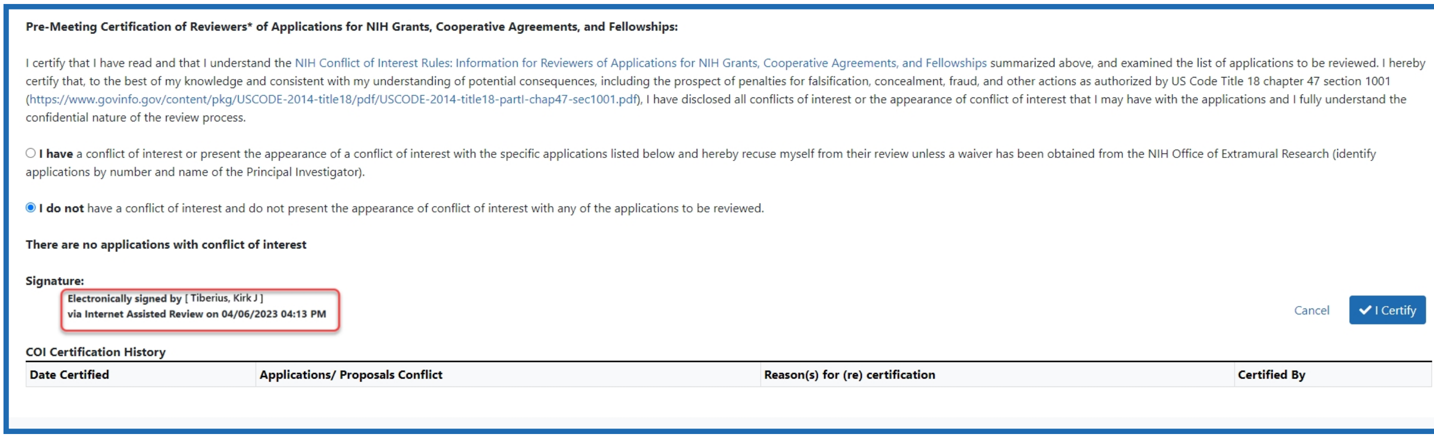
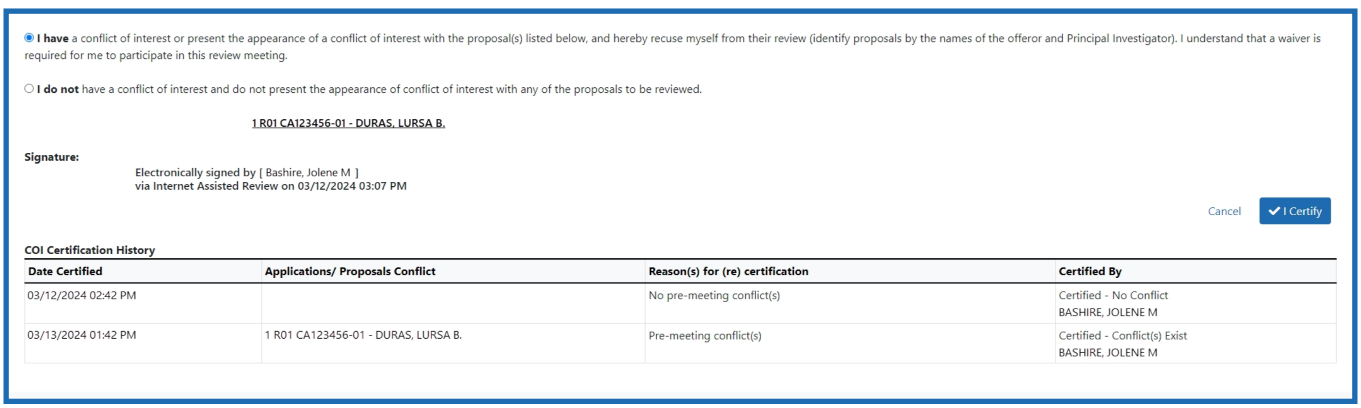


Figure 180: Pre-Meeting COI Certification - Electronic Signature

For non-Federal reviewers in non-contract meetings, a COI Certification History table will be displayed at the bottom of the screen showing the initial certification and any subsequent activity affecting the certification.



Select the **List of Meetings** link or the **Cancel** button to exit the screen.

Re-certifying a Pre-Meeting COI

A re-certification is needed in the following scenarios:

- If an additional conflict is discovered before the meeting, or if an existing conflict is removed
- If the meeting date changes and certifications reflect the previous date
- If the scientific review officer (SRO) changes the designation of the reviewer from federal to non-federal or vice versa, either as a result of an actual change in status

or as a means to correct a status previously assigned in error.
  - If the meeting agenda has changed from grants to contracts or vice versa

- An alert on IAR screens will notify reviewers that they need to certify the pre-meeting COI certification if they have forgotten to do so or in case they need to recertify. The reviewers must click on the 'click here' link in the alert box to access the pre-meeting COI certification.

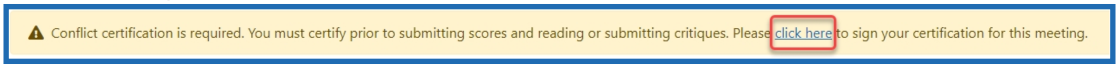
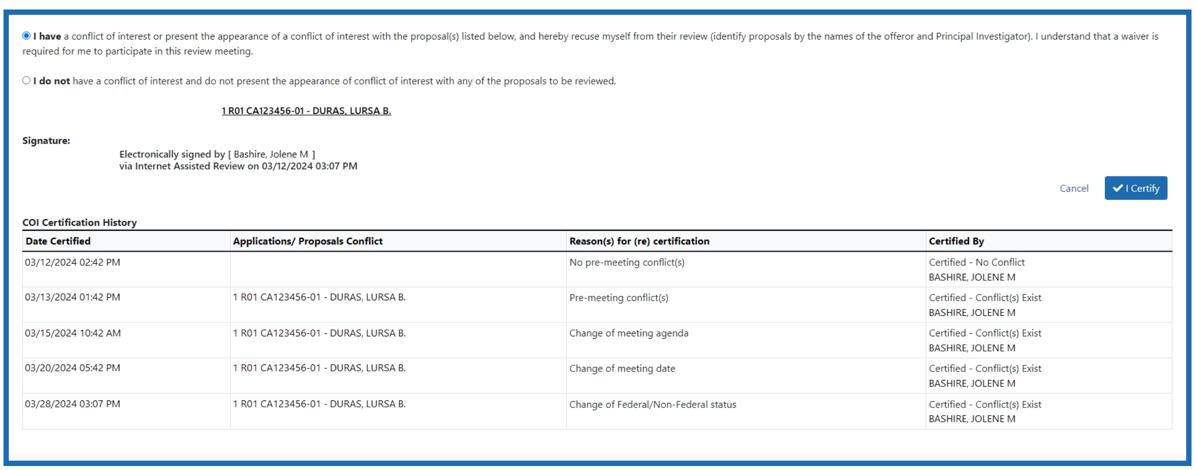


Figure 181: Certification alert

- The pre-meeting certification is available until the start of the meeting, at which time only the post-meeting certification is available. If a conflict is reported before the meeting starts (or under any of the other scenarios below), the pre-meeting COI certification will be available (even past the meeting start date and time) until the pre-meeting certification is certified. Once certified, the post-meeting COI certification will appear until the end of the Edit phase.
- The COI Certification History table will display all the scenarios of pre-meeting re-certifications from initial certification at the top and the most recent certification at the bottom.



I have a conflict of interest or present the appearance of a conflict of interest with the proposal(s) listed below, and hereby recuse myself from their review (identify proposals by the names of the offeror and Principal Investigator). I understand that a waiver is required for me to participate in this review meeting.

I do not have a conflict of interest and do not present the appearance of conflict of interest with any of the proposals to be reviewed.

1 R01 CA123456-01 - DURAS, LURSA B.

Signature: Electronically signed by [Bashire, Jolene M]
via Internet Assisted Review on 03/12/2024 03:07 PM

Cancel | I Certify

COI Certification History

Date Certified	Applications/ Proposals Conflict	Reason(s) for (re) certification	Certified By
03/12/2024 02:42 PM		No pre-meeting conflict(s)	Certified - No Conflict BASHIRE, JOLENE M
03/13/2024 01:42 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Pre-meeting conflict(s)	Certified - Conflict(s) Exist BASHIRE, JOLENE M
03/15/2024 10:42 AM	1 R01 CA123456-01 - DURAS, LURSA B.	Change of meeting agenda	Certified - Conflict(s) Exist BASHIRE, JOLENE M
03/20/2024 05:42 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Change of meeting date	Certified - Conflict(s) Exist BASHIRE, JOLENE M
03/28/2024 03:07 PM	1 R01 CA123456-01 - DURAS, LURSA B.	Change of Federal/Non-Federal status	Certified - Conflict(s) Exist BASHIRE, JOLENE M

Figure 182: COI Certification History tables showing all possible re-certification scenarios

Here are the steps to recertify the pre-meeting COI before the meeting:

- The reviewer will see an alert in a box on one of these IAR screens — on the *List of All Applications* or the *Submit Critique and Preliminary Scores* or the *Final Score Sheet* screen. The alert will state:

  Conflict certification is required. You must certify prior to submitting scores and reading or submitting critiques. Please click here to sign your certification for this meeting.

  The 'Submit Critique' option under the three-dot ellipses icon is missing.

  The reviewer should click on 'click here' in that alert box.

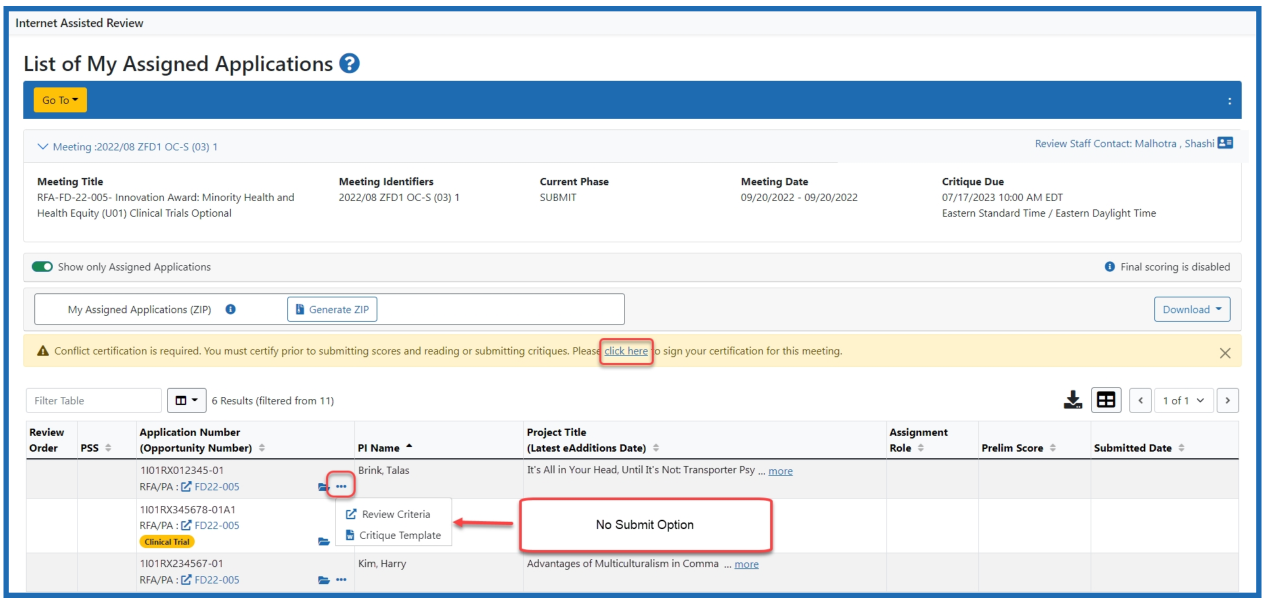


Figure 183: List of All Applications screen showing the alert

- The Pre-Meeting COI certification will open up.

  Note that the system will recognize whether it is a non-federal or federal reviewer, whether it is a grants or contracts review and accordingly display the right text. The language of the pre- and post-meeting certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen.

- A non-federal reviewer is required to choose one of two radio buttons – one indicating no conflict with any of the applications/proposals to be reviewed: the other indicating a conflict.
- The non-federal reviewer will then click the **I Certify** blue button at the bottom of the page. The system will show that the pre-meeting COI has been electronically signed and a COI Certification History chart will appear, showing the name of the reviewer and the date and time the pre-meeting COI was signed. If the reviewer indicated a conflict, the grant number of the relevant application will be listed.

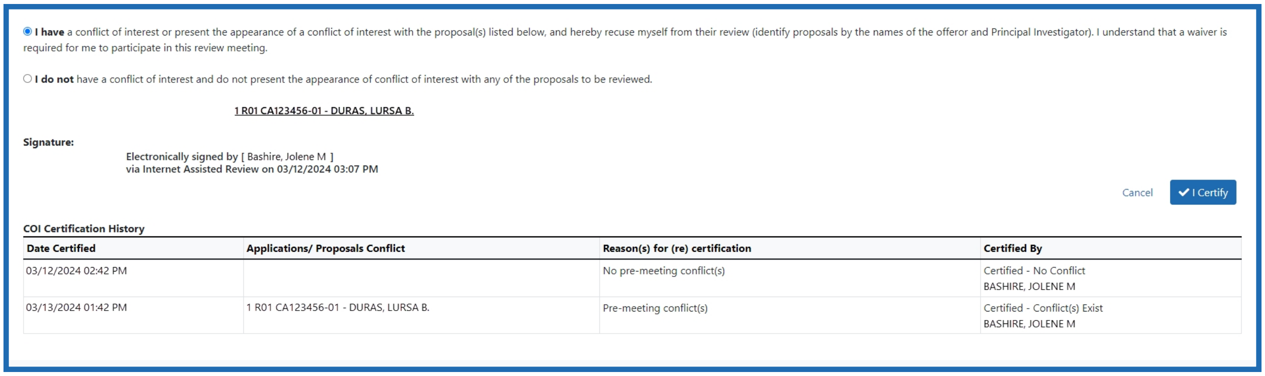


Figure 184: The COI certification chart at the bottom of the certification screen

- Once the I Certify button is clicked, the pre-meeting COI certification will be automatically saved. The reviewer will click cancel to exit the screen and return to the *List of All Applications* screen. The submit link will now be visible under the three-dot ellipsis icon.

Post Meeting Conflict of Interest Certification

The NIH peer review process relies on reviewers to identify any conflicts of interest (COI) that may affect the integrity of the process. The rules for identifying COIs can be found online at the following site: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-13-010.html.

Reviewers certify the *Post Meeting Certification* at the completion of a review meeting to confirm that participation in discussions about conflicted applications did not take place with the reviewer present.

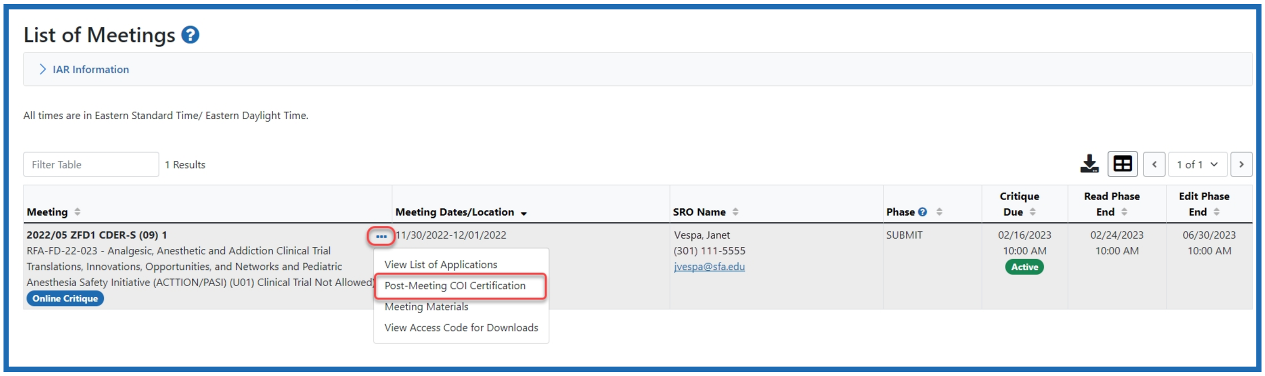
The post-meeting COI certification must be electronically signed at the time reviewers complete their participation in the study section meeting. **Paper certifications will no longer be accepted.**

The post-meeting COI form will be available until the end of the Edit phase.

The language of the pre- and post-meeting COI certifications has been updated, so reviewers should read it carefully before certifying at the bottom of the screen. Note that the system will recognize whether it is a non-federal or federal reviewer or whether it is a grants or contracts review, and will accordingly display the right text:

To access and sign the *Post Meeting Certification*:

1. Access the List of Meetings screen.



2. Select the **Post-Meeting COI Certification** link from the three-dot ellipses icon menu in the **Meeting** column of the specific meeting.

   The *Post Meeting Certification* screen displays. The reviewer's name and address as well as the Scientific Review Group name and review date/s are at the top of the form.

   At the bottom of the certification, the **Printed Name** of the reviewer displays along with a **Signature** field for capturing the electronic signature of the reviewer and the date and time of the review.

3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form. Selecting the **Cancel** button also returns the *List of Meet-ings* screen without saving the form.

4. Select the **I Certify** button after reading the certification.

The **Signature** field updates with the electronic signature of the reviewer and timestamp. If necessary, reviewers may access the form and follow the steps for submission to re-submit the certification.

Note that there is some additional text in the Federal Reviewer version that is not part of the Non-Federal Reviewer version. The format, rules and final certification paragraph contain the same language and links.

Figure 185: Post Meeting Certification for Non-Federal Reviewer.

NIH POST-REVIEW CERTIFICATION REGARDING CONFLICT OF INTEREST FOR
REVIEWERS* OF APPLICATIONS FOR NIH GRANTS,
COOPERATIVE AGREEMENTS, AND FELLOWSHIPS
(*Reviewers who are not employees of the Department of Health and Human Services)

Reviewer Name: Tiberius, Kirk J
Address (employment):

Scientific Review Group: AA-3 2
Date(s) of review: February 08, 2023 - February 08, 2023

NIH Conflict of Interest Rules:
Information for Reviewers of Applications for NIH Grants, Cooperative Agreements, and Fellowships

The NIH peer review system relies on the professionalism of each reviewer to identify any conflict of interest (COI) or the appearance of COI that may affect or appear to affect the integrity of the NIH peer review process.

- The NIH COI rules for initial peer review for grant applications, cooperative agreements, and fellowships are based on federal regulations (42 CFR Part 52h) and presented in detail in NIH Guide Notice NOT-OD-13-010, as clarified and revised in NIH Guide Notices NOT-OD-21-005 and NOT-OD-21-019.
- At the conclusion of the SRG meeting, you must certify on the post-meeting Conflict of Interest Certification below that you recused yourself from the review of any application where your participation would have constituted a COI or the appearance of COI. In addition, the NIH may have determined that a particular situation involves a COI or the appearance of COI and required that you not be involved in the review of the application(s) in question.

You **may not have been** on the SRG if:

- You are named on an application in a **major professional role** (Program Director/Principal Investigator [PD/PI], Senior/Key Personnel, Other Significant Contributor, Project/Site/Core Director collaborator, consultant, sponsor, mentor, or conference organizer).
- You are a member of an NIH Advisory Council.
- You have a direct financial interest: you or your close family member would receive a direct financial benefit if an application is funded.
- You are a non-DHHS Federal employee participating in NIH peer review while on official duty time or administrative leave or while using the resources or supplies of your employing agency.

You **may have been** on the SRG but may not review certain applications, and **must have left the room** when:

- The PD/PI or anyone else on the application with a **major professional role** is from your organization or for multicomponent organizations, from your organizational component.
- You are planning a collaboration with anyone with a **major professional role** on the application.
- Within the past three years, you have published with, have collaborated with, have been involved in the preparation of an application or proposal with, or have been in a mentoring relationship with any person on the application who has a **major professional role**.
- The application includes a letter of support or reference letter from you.
- You serve as a member of the Advisory Board for the project under review or for a grant held by anyone playing a **major professional role** on the application.
- You have an indirect financial interest: you will have received more than $10,000 (in the form of honoraria, stocks, or fees) from the PD/PI or the submitting organization over the period from one year ago through the end of the proposed project.

You **may have been** on the SRG and **may have reviewed** specific applications if (not considered a COI):

- An application originates from an organization where you have collaborators, but your collaborators are not listed on the application.
- You have an indirect financial interest of less than $10,000.
- You freely donate reagents or other materials to the proposed project, and these reagents or materials would also be available to other researchers.
- You, as well as a person with a major role on the proposed project, contribute data, reagents, specimens, etc., to the same repository or database.
- You are a member of a research network that involves a person with a major role on the proposed project.
- You are a co-author of a non-research publication (e.g., review, commentary) or a mega-multi-authored publication with a person with a major role on the proposed project.

Post-Meeting Certification: Reviewer Who Is Not A DHHS Federal Employee

This is to certify that in the review identified above, I did not participate in an evaluation of any application: (1) from any applicant organization where I am a full- or part-time salaried employee or where I am negotiating for such employment; (2) from any applicant organization where I have received or could receive a direct financial benefit in relation to the application under review or have received or could receive a financial benefit from the applicant organization or principal investigator valued at $10,000 or more per year that is unrelated to the application under review; (3) submitted by, or involves in a major professional role, a close personal relative, a member of my household, or professional associate, or if such person receives financial benefits from or provides financial benefits to an applicant; or (4) in which I had any other interest in the application that is likely to bias my evaluation of that application. If there was a conflict of interest or an appearance of conflict of interest, I recused myself from the review of the application or was granted an appropriate waiver.

CERTIFICATION

Consistent with my understanding of potential consequences, including the prospect of penalties for falsification, concealment, fraud, and other actions as authorized by US Code Title 18 chapter 47 section 1001 (https://www.govinfo.gov/content/pkg/USCODE-2014-title18/pdf/USCODE-2014-title18-partI-chap47-sec1001.pdf), I fully understand the confidential nature of the review process and certify that in the review above I did not participate in an evaluation of any application with which I knowingly had a conflict of interest, unless an appropriate waiver was granted.

Signature:

Electronically signed by [Tiberius, Kirk J]
via Internet Assisted Review on 02/08/2023 04:10 PM

Cancel ✓ I Certify

A list of examples for Federal, Non-Federal grants and contract Post-Meeting Certifications can be found at the links below:

Grants certifications (effective 05/25/2022)

- NIH Conflict of Interest Grants Post-Review Certification, Non-Federal (effective 05/19/2022)
- NIH Conflict of Interest Grants Post-Review Certification, Federal (effective 05/19/2022)

Contracts certifications (effective 05/25/2022)

- NIH Conflict of Interest Contract Post-Review Certification, Non-Federal (05/19/2022)
- NIH Conflict of Interest Contract Post-Review Certification, Federal (05/19/2022)

5. Select the **List of Meetings** link to exit the certification.

NOTE: In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO* or eRA Service Desk in this case.

NOTE: If the post-meeting COI has not been signed and the meeting end date has been passed, a reminder email will be sent to the MLG email address indicating the relevant meeting name and date as well as the date when access to the meeting will expire.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

SRG Minutes/Budget Form

The Chairperson of the meeting designated by the SRO* has the ability to electronically sign the *SRG Minutes/Budget Form* in IAR. The SRO may designate multiple reviewers to perform this task.

NOTE: Please keep in mind that this task must be completed while the meeting is still in the Edit Phase. Once the Edit Phase ends, reviewers may no longer have access to the meeting, including links to the *SRG Minutes/Budget Form*.

To sign the *SRG Minutes/Budget Form*:

1. Access the *List of Meetings* screen.
2. Select the **SRG Minutes/Budget Form** link by clicking on the three-dot ellipsis icon in the meeting column and selecting it from the menu.

   The *SRG Minutes/Budget Form* displays.
3. *Optional:* Select the **List of Meetings** link to return to the *List of Meetings* screen without signing the form.
4. Enter the **Meeting Adjourned Time** and the **Meeting Adjourned Date**.
5. Select the **I Certify** button.

NOTE: If the SRO has designated multiple reviewers, each reviewer's name appears on the form with a certification line. Clicking the **I Certify** button only updates the electronic signature of the reviewer currently in the form. Reviewers cannot sign the form for other Reviewers.

NOTE: In rare cases, the **I Certify** button may not appear on the screen. This is due to multiple profiles in the system for the same person. Contact the SRO or eRA Service Desk in this case.

TIP: *Other Transaction Authority (OTA) — Some screens and terminology may differ to accommodate review of OTA, a type of award that is neither a grant nor a contract but a different way of funding that is used across NIH. These changes will typically not be visible to NIH or agency reviewers.

Department of Commerce (DOC)-Only Topics

The collection of topics contained within the Department of Commerce-Only Topics group provide steps for completing Department of Commerce (DOC) review meeting activities where these functions are specific to DOC review meeting processes. These are DOC-specific processes; for other steps, please follow the general NIH processes outlined in the online help.

The following link to specific DOC-only topics.

- Department of Commerce Non-Disclosure Agreement

For additional information, please see Grant Reviewer Training.

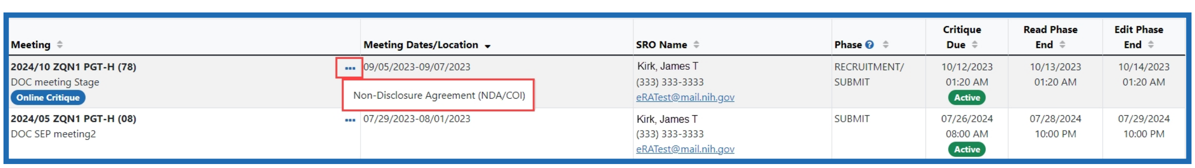
Non-Disclosure Agreement

Agency-Specific Instructions: This content applies to DOC users only.

For each meeting for which a reviewer is enabled, IAR checks to determine if the Non-Disclosure Agreement (NDA/COI) has been electronically signed.

The NDA/COI statement must be signed one time for each meeting, regardless of meeting phase. If the reviewer has not signed the agreement for a particular meeting, the **Non-Disclosure Agreement (NDA/COI)** link displays in the **Meeting** column under the three-dot ellipses icon. This link accesses the *Review Conflict of Interest and Confidentiality Certification for Peer Reviewers*.

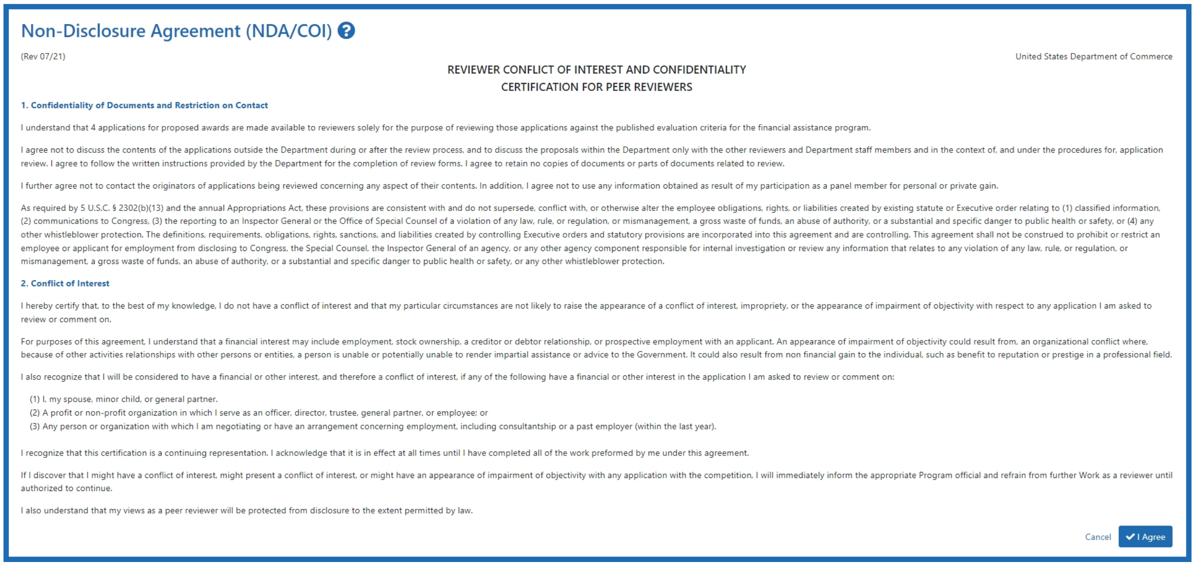
Click here for a sample image.



Meeting	Meeting Dates/Location	SRO Name	Phase	Critique Due	Read Phase End	Edit Phase End
2024/10 ZQN1 PGT-H (78) DOC meeting Stage Online Critique ••• Non-Disclosure Agreement (NDA/COI)	09/05/2023-09/07/2023	Kirk, James T (333) 333-3333 eRATest@mail.nih.gov	RECRUITMENT/ SUBMIT	10/12/2023 01:20 AM Active	10/13/2023 01:20 AM	10/14/2023 01:20 AM
2024/05 ZQN1 PGT-H (08) DOC SEP meeting2 •••	07/29/2023-08/01/2023	Kirk, James T (333) 333-3333 eRATest@mail.nih.gov	SUBMIT	07/26/2024 08:00 AM Active	07/28/2024 10:00 PM	07/29/2024 10:00 PM

NOTE: The **Non-Disclosure Agreement (NDA/COI)** link only displays if the reviewer has not signed the agreement for the meeting. The link is removed once the agreement is signed.

Click here for a sample NDA/COI.



Non-Disclosure Agreement (NDA/COI)

(Rev 07/21) United States Department of Commerce

REVIEWER CONFLICT OF INTEREST AND CONFIDENTIALITY
CERTIFICATION FOR PEER REVIEWERS

1. Confidentiality of Documents and Restriction on Contact

I understand that 4 applications for proposed awards are made available to reviewers solely for the purpose of reviewing those applications against the published evaluation criteria for the financial assistance program.

I agree not to discuss the contents of the applications outside the Department during or after the review process, and to discuss the proposals within the Department only with the other reviewers and Department staff members and in the context of, and under the procedures for, application review. I agree to follow the written instructions provided by the Department for the completion of review forms. I agree to retain no copies of documents or parts of documents related to review.

I further agree not to contact the originators of applications being reviewed concerning any aspect of their contents. In addition, I agree not to use any information obtained as result of my participation as a panel member for personal or private gain.

As required by 5 U.S.C. § 2302(b)(13) and the annual Appropriations Act, these provisions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by existing statute or Executive order relating to (1) classified information, (2) communications to Congress, (3) the reporting to an Inspector General or the Office of Special Counsel of a violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or (4) any other whistleblower protection. The definitions, requirements, obligations, rights, sanctions, and liabilities created by controlling Executive orders and statutory provisions are incorporated into this agreement and are controlling. This agreement shall not be construed to prohibit or restrict an employee or applicant for employment from disclosing to Congress, the Special Counsel, the Inspector General of an agency, or any other agency component responsible for internal investigation or review any information that relates to any violation of any law, rule, or regulation, or mismanagement, a gross waste of funds, an abuse of authority, or a substantial and specific danger to public health or safety, or any other whistleblower protection.

2. Conflict of Interest

I hereby certify that, to the best of my knowledge, I do not have a conflict of interest and that my particular circumstances are not likely to raise the appearance of a conflict of interest, impropriety, or the appearance of impairment of objectivity with respect to any application I am asked to review or comment on.

For purposes of this agreement, I understand that a financial interest may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with an applicant. An appearance of impairment of objectivity could result from, an organizational conflict where, because of other activities relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance or advice to the Government. It could also result from non financial gain to the individual, such as benefit to reputation or prestige in a professional field.

I also recognize that I will be considered to have a financial or other interest, and therefore a conflict of interest, if any of the following have a financial or other interest in the application I am asked to review or comment on:

(1) I, my spouse, minor child, or general partner.
(2) A profit or non-profit organization in which I serve as an officer, director, trustee, general partner, or employee; or
(3) Any person or organization with which I am negotiating or have an arrangement concerning employment, including consultantship or a past employer (within the last year).

I recognize that this certification is a continuing representation. I acknowledge that it is in effect at all times until I have completed all of the work preformed by me under this agreement.

If I discover that I might have a conflict of interest, might present a conflict of interest, or might have an appearance of impairment of objectivity with any application with the competition, I will immediately inform the appropriate Program official and refrain from further Work as a reviewer until authorized to continue.

I also understand that my views as a peer reviewer will be protected from disclosure to the extent permitted by law.

Cancel ✓ I Agree

In IAR, reviewers are required to agree to a confidentiality and contact restriction statement, as well as acknowledge that there are no-known conflicts of interest with the reviewer's ability to objectively review and critique the grant application to which they are assigned.

Please see Grant Reviewer Training for more information.

eRA Video Tutorials

Looking for additional help? Be sure to look for the IAR Virtual Meeting Videos, and the *Navigating Internet Assisted Review (IAR)* series of eRA video tutorials. These brief, informational tutorials demonstrate features in IAR such as setting up your personal profile, signing the confidentiality agreement, submitting final scores, and more.

The tutorials are located within the video page of eRA Training.

SAMHSA Users

SAMHSA users, please see SAMHSA Videos for addition training resources.